

# **Taxwise Plus Fee Protection Summary of Service**

## **WILKINS SOUTHWORTH**

### **Period of Service Anually**

Wilkins Southworth is the policyholder and is insured in respect of charges incurred for work undertaken in respect of this service. Where applicable this service extends to include your directors or partners (including their spouses/ civil partners), subject to the agreed external income limits. This document does not give full details of the cover provided. A copy of the Policy containing all of the terms and conditions is held by Wilkins Southworth and is available on request. The insurance is arranged through Taxwise Services Limited (FSA No 304970) and underwritten by Irwell Insurance Company Limited (FSA No 202897). A summary of the policy is as follows:

#### **The policy will cover:**

The insurer will provide up to £75,000 (a lower limit will apply to some elements of cover) in respect of:

- Fees incurred by Wilkins Southworth attending meetings with H M Revenue & Customs (HMRC) or responding to correspondence from HMRC when you are subject to an HMRC check, enquiry, visit, meeting or dispute. Including professional fees incurred in respect of a local review of the enquiry and preparation and representation at an appeal to the First-tier Tribunal or Upper Tribunal.

#### **Making a claim**

You must notify Wilkins Southworth in the event of an incident or circumstance which might lead to a requirement for them to represent you under the Fee Protection Service. Wilkins Southworth will make claims and credit proceeds against your liability for fees, you could be liable for fees should the claim be denied.

#### **The main exclusions are:**

Wilkins Southworth will not be able to make a claim against the policy, in the following circumstances:

- Enquiries or Disputes, which have commenced prior to the inception of the Policy.
- Enquiries or Disputes resulting from tax returns, which are submitted more than 30 days after the statutory filing date.
- Enquiries or Disputes where fraudulent evasion of tax is involved.
- Enquiries or Disputes involving tax avoidance schemes.
- Fees relating to the routine presentation of your affairs including the preparation or rectification of self-assessment tax returns, accounts, P11Ds, P35s, VAT returns or any other statutory returns.
- Fees, expenses and disbursements incurred without the prior consent of Taxwise.
- Fees incurred reconstructing books and records that have been poorly maintained.
- Fees incurred as a direct consequence of a deliberate and significant omission of taxable income.
- Enquiries commenced by Special Civil Investigations (SCI) under Code of Practice 9. SCI Code of Practice 8 enquiries limited to £5,000 provided fraud or fraudulent intent is disproved.

A condition of the arrangement made with the insurers is that all claims must occur and be notified during the Period of Insurance.

This service only applies to enquiries or disputes with HMRC, whose jurisdiction is within the United Kingdom of Great Britain and Northern Ireland excluding the Isle of Man and the Channel Islands.

#### **Employment and Health & Safety Support Service**

You have telephone access to our consultants who are available to assist you with practical advice on any employment and health & safety issues your business may encounter. The service is available weekdays between 9am to 5.30pm. To access this service please call 01455 852592 and quote your policy number above

#### **Business Legal Support Advice Line Service**

You have telephone access to specialist legal advisors in all areas of law. The service is available weekdays between 9am to 5.30pm. To enable us to refer your query to the appropriate legal specialist this is ring back service, please note that the telephone advice is not indemnified. To access this service please call 01455 852557 and quote your policy number above.

<ul style="list-style-type: none"><li>• Corporation Tax and Income Tax Enquiries (full and aspect)</li><li>• Schedule 36 interventions and inspections</li><li>• Informal enquiries commenced by telephone (that require a written response)</li><li>• Business Records Checks / Single Compliance Process</li><li>• Enquiries into repayment claims</li></ul>	<ul style="list-style-type: none"><li>• PAYE / NIC Employer Compliance Visits</li><li>• Value Added Tax Compliance Visits</li><li>• CIS, IR35 and other status enquiries</li><li>• Minimum Wage enquiries</li><li>• Inheritance Tax enquiries</li><li>• Special Civil Investigations opened under Code of Practice 8, provided any allegation of fraud is disproved (Indemnity Limit £5,000)</li></ul>
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**Additional cover points:**

- Cover for Tax Returns submitted up to 30 days late.
- Cover for PAYE & VAT Compliance Visits includes:
  - A high level check of the records / briefing the client on what to expect, prior to the visit
  - Meeting with HMRC on the day of the visit
  - Dealing with any correspondence exchanged thereafter
- Cover for more than one attendee at meetings with HMRC (where more than one attendee is required).
- Cover for enquiries into Tax Returns that contain provisional entries (other than fees incurred amending the return).
- Cover for appeals to the Tribunal (where there are grounds to dispute HMRC's position).
- Cover for an application for Judicial Review (limited to £5,000).

**Taxwise Plus does not cover**

Fees incurred specifically in respect of the following:

- Tax Avoidance Schemes;
- Reconstructing books & records that have been poorly maintained (where fees are substantial);
- Significant and deliberate omissions of income from the Tax Return;
- Routine accountancy work (e.g. preparing annual accounts / statutory tax returns)

However fees incurred dealing with any other elements of the enquiry are covered (subject to the Policy Terms).