

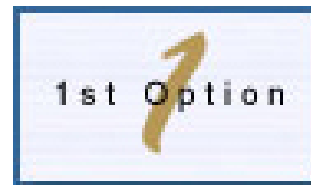
# Contractor Accountant Pricing – Costs to Consider

ContractorCalculator offers this free detailed checklist so you can find an accountant with the expertise you need, and not pay over the odds.

With so many contractor accountants to choose from, how can you tell which one will fulfil your bookkeeping and accountancy needs the best? And what will you really end up paying? Many accountants hook you in by advertising rates as 'starting from...', but don't tell you about the extras. Others aren't really contractor specialists, and won't be able to offer IR35 and contracting expertise.

That's why ContractorCalculator has created this checklist, so you can be sure you have asked your next accountant all the right questions. You can either send the checklist out and ask accountants to fill in the boxes, or use it to jog your memory when talking to a provider or researching online.

Accountancy service providers who support this checklist include:



Would you like to see **your logo here**, absolutely **free of charge**?

If you are an accountancy service provider and would like to support the use of this checklist in the contractor market, then please contact us – [office@contractorcalculator.co.uk](mailto:office@contractorcalculator.co.uk).

## About the accountancy services provider

Question	Answer
A specialist firm for contractors only?	Yes/No
Does the firm have accreditation by the PCG?	Yes/No
What percentage of your clients are contractors?	%
How many years have you been supplying services to contractors?	years
Does the firm offer and advise on alternative structures for contractors other than the standard one person company solution?	Yes/No

## The fee structure

Question	Answer
Your fee, calculated annually?	£
Are the charges monthly/annual/bi-annual?	
What is your hourly rate for non-included items?	£

## Joining the firm – the process and what’s included:

### Contractor briefing:

Question	Answer	Included in standard fee?	If not included, additional fee?
Initial interview conducted to assess/confirm best trading option for the contractor?	Yes/No		
Contractor is briefed on their duties and responsibilities of being a company director?	Yes/No		
Contractor is briefed about the IR35 legislation and its implications?	Yes/No		

**Company Incorporation:**

Question	Answer	Included in standard fee?	If not included, additional fee?
Company incorporation included?	Yes/No		
Company name choice and/or off-the-shelf options included?	Yes/No		
Certificate of incorporation included?	Yes/No		
Articles of Association included?	Yes/No		
Registering your company with HMRC for VAT?	Yes/No		
Registering your company with HMRC for corporation tax and PAYE?	Yes/No		

**VAT:**

Question	Answer	Included in standard fee?	If not included, additional fee?
Are all options available? (Flat rate, no vat, etc)?	Yes/No		
Are there additional fees for switching between the two?	Yes/No		
Does the firm help process your quarterly VAT returns?	Yes/No		

## Ongoing services provided

### Process and Data Capture:

Question	Answer	Included in standard fee?	If not included, additional fee?
Firm requires you to keep a s/sheet of company transactions?	Yes/No		
Online system available to access and manage your accounts in real time?	Yes/No		
Does the firm offer a facility for you to send all paperwork, which they then process?	Yes/No		
Does the firm expect you to do any book keeping yourself? If so, what?	Yes/No		
If the firm expects bookkeeping done by you, can they send you an example of precisely what they want you to do? Perhaps a spreadsheet, or for an online solution a sample account or screenshots.	Yes/No		

### Salary and Payroll:

Question	Answer	Included in standard fee?	If not included, additional fee?
Monthly payroll calculations included?	Yes/No		
Monthly payslips produced?	Yes/No		
Intra-year PAYE adjustments processed?	Yes/No		
Tax credits processed?	Yes/No		
Annual P60 processed?	Yes/No		

**Secretarial work:**

Question	Answer	Included in standard fee?	If not included, additional fee?
Company minute book maintained?	Yes/No		
Submission of ongoing paperwork to Companies House?	Yes/No		
Board minutes produced for declared dividends?	Yes/No		

**Processing your accounts:**

Question	Answer	Included in standard fee?	If not included, additional fee?
Accounts processed monthly, quarterly or in real time?			
Reconciliation with bank statement included?	Yes/No		
Advice on salary and dividend calculations?	Yes/No		
Pension calculations?	Yes/No		
Proactive dividend monitoring, ensuring profits available. Avoiding directors' loans?	Yes/No		

**HMRC:**

Question	Answer	Included in standard fee?	If not included, additional fee?
Filing of accounts and tax computations?	Yes/No		
Processing of P11D expenses form each year?	Yes/No		
Are any HMRC queries and correspondence included?	Yes/No		
Are HMRC VAT inspections included?	Yes/No		
Are HMRC PAYE inspections included?	Yes/No		

**Company Accounts:**

Question	Answer	Included in standard fee?	If not included, additional fee?
Production of annual accounts?	Yes/No		
Can offer snapshot of your accounts at any time (perhaps online?)	Yes/No		

**Annual Tax Self Assessment:**

Question	Answer	Included in standard fee?	If not included, additional fee?
Self Assessment returns included?	Yes/No		
Do they include "other income source" - eg rental, shares, etc	Yes/No		
Are Self Assessments for partners or spouses included?	Yes/No		

**Second employee:**

Question	Answer	Included in standard fee?	If not included, additional fee?
Are your spouse and/or other employees catered for?	Yes/No		
Are their Self Assessment tax returns also included?	Yes/No		

**IR35 Services:**

Question	Answer	Included in standard fee?	If not included, additional fee?
Are IR35 contract reviews included?	Yes/No		
Do they relate to all contracts and extensions?	Yes/No		
Does the firm calculate deemed salary for contracts caught by IR35?	Yes/No		
Multiple calculations of contracts inside and outside IR35 during the year?	Yes/No		

**Help and Support:**

Question	Answer	Included in standard fee?	If not included, additional fee?
Does the firm have an online support facility?	Yes/No		
Telephone support calls included?	Yes/No		
Unlimited face-to-face meetings available and included?	Yes/No		
Do you have a named account manager (or a call centre)?	Yes/No		
Is your client manager a fully qualified accountant?	Yes/No		
Are references for mortgages applications, etc, included?	Yes/No		

## Ceasing to use supplier

Question	Answer	Included in standard fee?	If not included, additional fee?
Are there penalties for stopping to use the supplier?	Yes/No		
Is there a notice period to stop using the supplier?	Yes/No		
Will the supplier provide you with an electronic copy of all your company's transactions?	Yes/No		
Will the accountant hand over records seamlessly?	Yes/No		
Will the accountant complete ALL outstanding processes on leaving?	Yes/No		
Are there any additional costs associated with leaving the supplier?	Yes/No		
Will the supplier charge for closing down the limited company? How much?	Yes/No		
Will the supplier charge for keeping a company in a dormant state? How much?	Yes/No		

## About ContractorCalculator

ContractorCalculator is “The Expert Guide to Contracting” website for UK contractors and freelancers. We have been online and independent since 1999, when we launched an online IR35 tax calculator to help contractors count the cost of the then newly released legislation.

Our ABCe-audited audience of regular readers (our last audit confirmed 107,479 monthly unique visitors) is made up of contractors, freelancers, interims and consultants from the IT, telecoms, engineering, oil, gas and energy, business, marketing and medical sectors.

We publish a comprehensive range of essential online financial, salary and tax calculators, a professional news service, expert commentary and analysis from industry and sector leaders, and more than 1,000 online articles and contractor guides suitable for beginners and veterans.

We have also published the definitive guide to contracting – [\*The Contractors' Handbook: the expert guide for UK contractors and freelancers\*](#).

[www.contractorcalculator.co.uk](http://www.contractorcalculator.co.uk)

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