

# Ltd Weight!

The hassle-free way to get your Ltd Company Accounts completed



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## How it works...

1. Gather together all of your paperwork. This should include:

- Sales invoices or records of sales income received
- Purchase invoices
- Receipts for expenses
- Mileage logs or fuel receipts
- Mobile phone bills
- Business bank statements
- Lease or HP agreements in the company name
- VAT returns if your business is VAT registered
- Payroll information
- Anything else you think is relevant!

2. Weigh your paperwork

3. Buy the right package and we'll send you your forms

4. Answer all the questions on the form, sign it and return it with your paperwork

5. We'll do the bookkeeping, produce your Ltd Company Accounts, Abbreviated Accounts, Corporation Tax Computation and CT600 Corporation Tax Return and send them to you for electronic signature

6. Once they're signed we'll submit them to Companies House and HMRC for you

**Ready? Then let's get started.**

*Please note that this service is not suitable for the production of Ltd Company Accounts and Corporation Tax Returns that require any additional forms or supplementary pages completed. The only form covered within the Corporation Tax submission is the CT600. This service does not cover the preparation of the supplementary pages for Loans to participators by close companies, Controlled foreign companies (and Bank Levy), Group and Consortium, Insurance, Charities and Community Amateur Sports Clubs, Tonnage Tax, Corporate Venturing Scheme, Cross-border Royalties, Supplementary charge in respect of ring fence trades, or Disclosure of Tax Avoidance Schemes.*



## Company Information

Company Name

Company Number

Registered Address

Director's Home Address

Telephone

Email address

Company Unique Tax Reference Number (UTR)

(10 digit number you'll see on correspondence from HMRC)

Company Year End

(This should be the year end you want us to complete)

Company Authentication Code.

*(This is something Companies House will have provided you with)*

Names of Directors that served during the year

How many shareholders are there?

How many shares have been issued?

Weight of paperwork included (in kg)



**Previous Accountant**

If an accountant prepared your last accounts and corporation tax return then please provide their details below.

If you have a copy of your last accounts, corporation tax return and computations then please include them in your envelope.

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.....  
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## Evidence of Identity (for the Director submitting the accounts)

Please complete the following information:

Date of Birth (dd/mm/yyyy): \_\_\_\_\_

Passport Type (please circle): UK    International

Passport Identification Code:

*For example:*                    0123456789    GBR    1234567    M    1234567 <<<< 12

Passport Expiry Date (dd/mm/yyyy): \_\_\_\_\_

Country of Origin (if International): \_\_\_\_\_

Driving License Number:

*For example:*                    SMITH                    123456    A12    AB

If you do not have a passport or a driving license and have been unable to complete all of the above information please complete your electricity supply information **OR** your birth registry:

Electricity Supply Number: \_\_\_\_\_

Mail Sort: \_\_\_\_\_

Postcode: \_\_\_\_\_

**OR:**

Mother's Maiden Name: \_\_\_\_\_

Country of Birth Registration: \_\_\_\_\_



## Now it's time to send us your paperwork!

Take all of your accounts paperwork and pop it into your purple envelope. Make sure that you include everything that is applicable to you business which can include any or all of the following:

- Sales invoices or records of sales income received
- Purchase invoices
- Receipts for expenses
- Mileage logs or fuel receipts
- Mobile phone bills
- Business bank statements
- Lease or HP agreements in the company name
- VAT returns if your business is VAT registered
- Payroll information
- Anything else you think is relevant!

If you work from home or have a home office please answer the following questions:

What is your annual electricity bill?	£
What is your annual gas bill?	£
What is your annual water bill?	£
What is your annual broadband bill?	£
How many rooms are in your house excluding bathrooms and kitchens?	
How many of these rooms are used as an office?	
What percentage of time is the room/s used as an office?	

What is the nature of your trade or business?

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Is your business VAT registered?

Yes

No

If you answered "yes" the please include copies of your VAT returns for the year



**Any other information?**

If there is any other information at all that you think may be relevant to the completion of your Accounts and Corporation Tax Return, please provide details.

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**Signature:**

I confirm that I have read and am agreement with the terms and conditions as detailed on the website at <https://www.mazumamoney.co.uk/terms-and-conditions-for-one-off-services/>.

I confirm that I am an officer of the company and authorised to engage Mazuma's services for the preparation of the Company Accounts and Corporation Tax Return.

Print name:\_\_\_\_\_

Signed:\_\_\_\_\_

Date:\_\_\_\_\_