



## Client details

Name

Address

Postcode

Telephone number

Email

Menzies Branch

**Please complete and return this  
tear-off slip to:**

**Menzies LLP**

Tax Investigation Department  
1st Floor  
Midas House  
62 Goldsworth Road  
Woking, Surrey GU21 6LQ  
Tel: 01483 881795

**For a full list of all of our services,  
please visit our website**

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

**For further information, contact:**

John Biffen, Partner  
T: +44 (0) 1252 541244  
E: [jbiffen@menzies.co.uk](mailto:jbiffen@menzies.co.uk)

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England and Wales with registered number No. OC336077

V10309



## Tax Investigation Service

## Tax Enquiry Protection

With additional resources, new initiatives and increased penalties, H M Revenue & Customs is continuing to expand its yield from tax enquiries. Can you afford not to have adequate protection?

You should be aware:

- Businesses or individuals can be chosen completely at random for a tax investigation
- Full enquiries can take more than two years to settle
- You could end up paying additional professional fees even if no additional tax is payable

Our Tax Investigation Service has been developed to protect you against the professional fees that arise if you are investigated by H M Revenue & Customs.

Our service provides comprehensive cover for full investigations and aspect enquiries.

This gives you access to our full range of tax professionals to help you conclude your enquiry quickly, effectively and with the minimum of disruption.

In addition, this year we are able to offer assistance with VAT and PAYE inspection reviews, which can make all the difference to the outcome of a visit from HM Revenue & Customs.

### Terms & Conditions

Our policy has been developed to provide a comprehensive service.

#### The main exclusions are as follows:

- Investigations and disputes where your Tax or VAT Returns are late and in a penalty position.
- Where there are allegations of fraud, for example: HMRC Special Civil Investigations and Criminal Investigations Office and Code of Practice 8 and 9 cases.
- Any circumstances occurring prior to your payment which you knew or ought to have known would give rise to a claim.

It is also essential that you notify us immediately if you become aware of an event which may give rise to a claim. Reimbursement of fees can only be made after written acceptance of a claim. Copies of the full terms and conditions are available on request.

## The Tax Investigation Service

The service will reimburse the professional costs incurred in the event of the following:

- Self Assessment Full and Aspect Enquires (Income Tax & Corporation Tax)
- Employer compliance disputes
- HMRC VAT disputes
- IR 35 disputes

### PAYE/VAT Review

For employers and those registered for VAT, we have extended the service to cover both PAYE and VAT visits. With this cover, we can offer a reduction of £350 in our fees in assisting you with a VAT or PAYE inspection. Assistance includes either completing a pre-inspection compliance review, or attending on the date of the planned visit by H M Revenue & Customs and assisting with any queries that may arise.

This cover is only available if you have been notified of a visit by H M Revenue & Customs in the policy period and have paid the additional premium specified before the notification (in addition to the business cover premium).

### Range and Limit of Cover

Menzies will be responsible and have the discretion for making claims under our policy and there is a maximum limit of Indemnity of £75,000 per claim for full Investigations. Aspect Enquiries are subject to an excess and upper limit as detailed below.

The professional expenses include the fees of Menzies in representing you in the investigation or enquiry and other experts who may be required. Our policy does not reimburse you for additional tax, interest or penalties which may become due as a result of the enquiry, but will ensure that you can have the best representation, so that you can deal with the Revenue Authorities on an equal basis.

If you would like to take advantage of our tax investigation service, please read the terms and conditions, then complete and return the attached tear-off slip to the address shown on the slip.

**If you have any queries or require more information call our dedicated enquiry line on 01483 881795 or email [tid@menzies.co.uk](mailto:tid@menzies.co.uk)**

## Scale of Charges (incl VAT)

Year to 30 April 2010

**Personal Tax** (per person) £86.25  
(Aspect Cover excess £150 limit £3,500)

### Businesses

Turnover up to £1 million £195.50  
(Aspect Cover excess £250 limit £10,000)

Turnover £1 million to £5 million £258.75  
(Aspect Cover excess £250 limit £10,000)

Turnover £5 million to £10 million £333.50  
(Aspect Cover excess £250 limit £10,000)

Turnover over £10 million  
Please apply for quote  
(Turnover is as stated in your last approved accounts)

This payment is for the following persons/entities (use separate sheet if necessary)

\* Please note each individual and business would require a separate premium.

1.
2.
3.
4.

I would also like the PAYE Review Cover – please tick and add £23.00 to premium

I would also like the VAT Review Cover – please tick and add £23.00 to premium

I would also like PAYE and VAT Review Cover – please tick and add £40.25 to premium

I enclose a cheque made payable to 'Menzies LLP'

for £   
representing the charges for the period from 1 May 2009 or date of receipt if later.

Signed:

Date:

Please complete details overleaf