

Changing your Accountant is easy



Here's how to do it—A simple 3 step process:

1. You decide who you want to work with. You understand what they can do for you to keep your tax bills as low as possible and help you build the income and value in your business. You like the sound of the way they will work with you. You have decided the fees are affordable and you sign the agreement.
2. You then contact the outgoing accountant to:
 - inform them of your decision
 - provide details of the new accountant (name, address, email and phone number)
 - authorise them to issue a handover pack of information. This is essentially the detail behind the prior accounts and tax return. This data enables the incoming accountant to ensure continuity of the accounting, to understand what tax reliefs have been claimed in the past so that he or she can do the right thing for you in subsequent years.

You can use our template letter for this purpose at <https://goo.gl/BvSCvq> or we can email you a copy

3. Your new accountant asks you to sign an HMRC Agent Authorisation form (64-8) that empowers them to deal with HMRC on your behalf. This will be completed for you and you simply sign and return to them. There is an online alternative but this depends on a fairly prompt response to a letter HMRC will send you.



Robert A Harris & Co
Business & Technology Centre
Bessemer Drive
Stevenage
SG1 2DX

enquiries@robertaharris.co.uk
01438 811771
07712 203393
www.robertaharris.co.uk

