

G L E N N & C O M P A N Y

IMPORTANT YEAR END PROCEDURE

Your financial year - You will know this from your last set of accounts

To enable us to complete your Self Assessment Return, year end accounts must be prepared as soon as possible.

1. Fines and penalties will be incurred if information is submitted late at £60 per day.
2. We must have your accounts no later than 90 days after your year end.
3. The enclosed sheets should be completed where applicable and relevant information forwarded to our offices as soon as possible. We MUST have your stock, debtors, creditors etc.

FEES-----

PLEASE NOTE THAT UNLESS ON STANDING ORDER OUR FEES ARE DUE ON THE DAY OF YOUR INTERVIEW-----Card Payment Available-----

**MAKE SURE TO COMPLETE ENCLOSED SHEETS
IT CAN IMPACT ON A FINE IF INFORMATION IS NOT SUPPLIED.**

REFER TO THE SHEET FOR CAR AND EQUIPMENT AND **PROVIDE DETAILS.**

****PHONE THE OFFICE BEFORE LEAVING IN RECORDS TO GO THROUGH THE COVID-19 PROTOCOL****

****WE HAVE PREPARED YOUR SELF EMPLOYED INCOME SUPPORT SCHEME FOR YOUR JUNE 2020 PAYMENT****

Yours sincerely

GLENN & COMPANY