

ONE-OFF TAX ASSISTANCE AGREEMENT

(Self Assessment – United Kingdom)

This Agreement is made on in between:

1. Client:

Full name:

Address:

and

2. Service Provider:

Full name:

Address:

Together referred to as the “Parties”.

1. Scope of the Service

1. The Client engages the Service Provider to provide one-off assistance with the preparation of a UK Self Assessment tax return for the tax year:

2. The service includes:

- o assistance in gathering and organising information provided by the Client,
- o assistance in completing the Self Assessment tax return,
- o basic explanations related to the tax return.

3.

4. This Agreement does not include ongoing accounting services, tax planning, or representation before HM Revenue & Customs (HMRC).

2. Nature of the Service

1. The service is provided on a one-off basis only and does not create an ongoing client relationship.

2. The Service Provider does not act as a licensed accountant or regulated tax adviser, but provides assistance based solely on the information supplied by the Client.

3. Unless otherwise agreed in writing, the Service Provider does not submit the tax

return on behalf of the Client.

3. Client Responsibility and Liability

1. The Client confirms that all information and documents provided are true, complete, and accurate.
2. The Client remains fully responsible for the content and submission of the Self Assessment tax return.
3. The Service Provider shall not be liable for:
 - o any errors arising from incorrect or incomplete information provided by the Client,
 - o penalties, interest, enquiries, or decisions made by HMRC.
- 4.
5. Final responsibility for compliance with HMRC rests solely with the Client.

4. Fees and Payment

1. The fee for the one-off service shall be:
£..... (.....)

2. Payment shall be made:

- ☐ in advance
- ☐ upon completion of the service
- ☐ on

3. The fee relates solely to the service described in Clause 1.

5. Confidentiality and Data Protection

1. The Service Provider agrees to keep all personal and financial information of the Client confidential.
2. The information shall be used only for the purpose of performing this Agreement and shall not be disclosed to third parties.

6. Term of the Agreement

1. This Agreement is valid only for the duration of the one-off service.
2. Upon completion of the service, this Agreement shall automatically terminate

with no further obligations for either Party.

7. Governing Law

1. This Agreement shall be governed by and construed in accordance with the law of England and Wales.

2. The Parties agree to attempt to resolve any disputes amicably.

8. Final Provisions

1. This Agreement is made in two copies, one for each Party.

2. Any amendments to this Agreement must be made in writing and signed by both Parties.

CLIENT

.....

Signature & Date

SERVICE PROVIDER

.....

Signature & Date