

SCHEDULE OF SERVICES

This schedule should be read in conjunction with the engagement letter and the standard terms and conditions.

Capital Gains Tax 60 Day Reporting – individuals

Compliance work

1. There is an in-year capital gains tax (CGT) reporting and payment requirement for disposals of UK residential property (and, if you are non-UK resident, UK non-residential property and investments in property-rich entities). Where instructed, we will prepare the in-year return for each disposal, calculate the CGT due and submit the return to HMRC. As returns must be submitted within 60 days of completion please see para 4 below.

Changes in the law

2. We will not accept responsibility if you act on advice given by us on an earlier occasion without first confirming with us that the advice is still valid in the light of any change in the law or your circumstances.
3. We will accept no liability for losses arising from changes in the law or the interpretation thereof that are first published after the date on which the advice is given.

Your responsibilities

4. You are legally responsible for:
 - (a) Ensuring that your CGT on UK (residential) property returns are correct and complete;
 - (b) Filing any returns by the due date; and
 - (c) Making payment of tax on time.

Failure to do this may lead to automatic penalties, surcharges and/or interest. Taxpayers who sign their returns cannot delegate this legal responsibility to others. You agree to check that returns that we have prepared for you are complete before you approve and sign them.

5. To enable us to carry out our work you agree:
 - (a) That all returns are to be made on the basis of full disclosure of all sources of income, charges, allowances and capital transactions;
 - (b) To provide full information necessary for dealing with your affairs: we will rely on the information and documents being true, correct and complete and will not audit the information or those documents;
 - (c) To authorise us to approach such third parties as may be appropriate for information that we consider necessary to deal with your affairs; and
 - (d) To provide full details of all UK residential property disposals including associated costs/valuations prior to disposal. Where you consider that you will be non-UK resident in the tax year of disposal, full details of all UK property disposals, including disposals of shares in property rich companies, must be advised prior to exchange of contracts on any property disposal. If information is received after this, we cannot guarantee that we can provide advice on the amount of capital gains

tax due or submit an in-year return within 60 days after the completion of the disposal;

6. You will keep us informed of material changes in your circumstances that could affect your tax liability. If you are unsure whether the change is material or not please let us know so that we can assess the significance.
7. Our services as set out above are subject to the limitations on our liability set out in the engagement letter and in paragraph 18 of our standard terms and conditions of Business.

Date: 13 November 2024

McDade Roberts Accountants Limited