

**Employment, Health & Safety and Legal Helpline**

This protection includes telephone access to consultants who are available to assist you with practical advice on any employment, health & safety or general legal issues that you or your business may encounter.

**To access this service please call 0116 243 7891 and quote VTFP24 (Monday – Friday 9am to 5:30pm, excluding bank holidays)**

**Introduction**

This document is a receipt of your subscription fee to the Tax Fee Protection service provided by your accountant, the 'Policyholder'. Your accountant holds a policy of insurance that provides cover for professional fees incurred for work undertaken on your behalf in respect of their Tax Fee Protection Service. Where applicable, directors or partners (including their spouses/civil partners) are included in the Tax Fee Protection Service, subject to the agreed external income limits. This document does not give full details of the cover provided to your accountant, a copy of the full Policy Wording is available on request.

**Tax Fee Protection Service**

The service offers protection for costs incurred in tax matters as listed below:

<b>The Service will cover:</b>	<b>The Service will not cover:</b>
<p>Professional fees incurred in respect of:</p> <ul style="list-style-type: none"> <li>• Corporation Tax and Income Tax full or aspect enquiries</li> <li>• PAYE/NIC compliance checks from the outset and disputes with HMRC following such checks</li> <li>• R35/Employment Status/CIS enquiries and disputes</li> <li>• VAT compliance checks from the outset and disputes with HMRC following such checks</li> <li>• Enquiries under Section 60 or 61 of the VAT Act 1994, provided that at the culmination of such investigation it is proved that the Client was not found guilty of dishonesty, fraud or fraudulent intent</li> <li>• Business record checks, inspections and interventions under HMRC's Information &amp; Inspection Powers at Schedule 36 FA 2008 ·Up to £250 of costs relating to an informal request for information by HMRC, by telephone or other means</li> <li>• Inheritance tax/ Probate return enquiries</li> <li>• Stamp Duty and Stamp Duty Land Tax Enquiries</li> <li>• National Minimum Wage / National Living Wage enquiries</li> <li>• Child tax credit enquiries</li> <li>• Student Loan enquiries</li> <li>• Gift Aid enquiries</li> <li>• Companies House confirmation statement enquiries</li> <li>• Enquiries into Scottish taxes</li> <li>• Auto enrolment return enquiries where the Policyholder has been engaged to complete the appropriate reporting statements and declarations</li> <li>• Code of Practice 8 investigations, provided that at the culmination of such investigation it is proved that the client was not found guilty of dishonesty, fraud or fraudulent intent</li> <li>• Applications for judicial review, subject to Vantage consent</li> </ul>	<p>Any fees or costs:</p> <ul style="list-style-type: none"> <li>• Incurred prior to the acceptance of a claim by Vantage</li> <li>• In respect of any work undertaken prior to receipt of notification of enquiry by HMRC</li> <li>• In respect of any claim arising from or relating to a circumstance that occurred prior to or existed at the inception of this Policy</li> <li>• Costs relating to time spent during a review of the business or other financial records by HMRC, unless this has been authorised in advance by Vantage</li> <li>• Relating to a criminal prosecution or an enquiry conducted by HMRC under the Civil Investigation of Fraud procedure (Code of Practice 9)</li> <li>• Relating to any claim arising from an enquiry into a tax return that was not submitted within 90 days following expiry of the statutory time limits</li> <li>• In respect of work that should be routinely undertaken by the Policyholder at the Client's expense</li> <li>• In respect of any claim made, brought, or commenced outside the territorial limits</li> <li>• Where a claim has not been notified within the period of insurance or notified within the notification period</li> <li>• Any taxes, interest, penalties and fines or any other duties.</li> <li>• In any claim where the Client has adopted a tax avoidance scheme</li> <li>• Incurred as a result of professional negligence</li> </ul>

**Notifying your accountant**

Your accountant should be notified immediately in the event that any circumstances arise which might lead to a requirement for them to represent you under the Tax Fee Protection Service.