

Personal Cover

Protect yourself today with a tax investigation policy



For office use only

PFP Office Ref: 2111350

Registration form for clients of:
Lentells Limited - Chard

Self Employed Income - Please note this policy will **NOT** cover any self employed sources of income. A business policy should be taken if cover is required for such income.

Rental Income - Please note this policy will **NOT** cover property rental income of over £50,000 before expenses. A business policy should be taken if cover is required for such income.

If a business policy is required please contact either your accountant or PFP.

If any part of this form is incomplete, we will be unable to register you and the cost of any investigation which begins prior to this registration will be excluded.

*** Please complete sections 1 through 4, sign the declaration and return the application form ***

1 - Personal Details

Title	First Name	Surname
Address		
		Postcode
Email Address	Telephone Number	

2 - Additional Information

*** Only complete this section if you have income/gains in excess of £100,000 p.a. based on the latest tax return submitted ***

Dependent on this additional information, it may be necessary to adjust the standard subscription rate. If this is the case, you will be notified and will have the option to continue at the new rate or cancel your application with a full refund.

Total income/gains:	Capital Gains:	Rental Income:
Employment (PAYE):	Dividend Income (quoted companies):	Other (please specify):
Other (please specify):	Other (please specify):	Other (please specify):

Standard annual premium for individuals with income of less than £100,000 p.a. is:

£49.00

3 - Declaration

Your Premium includes commission to your accountant to the amount of: £19.06

Please ensure you have read the Insurance Product Information Document, Terms of Business and any other documents supplied. Acceptance of your application and any future renewals is on the strict understanding that this will not override any of the terms and conditions applicable to the policy. By signing this declaration you will confirm that the particulars are correct and that you have read the documentation provided.

Signed	Date
--------	------

4 - Method of Payment

Cover will commence for a period of twelve months from the date that PFP accepts a correctly completed form and full payment.

Preferred method of payment (please tick box)

Annual Direct Debit - please return the completed form by post or alternatively email it to info@pfp.uk.com

Instruction to your Bank or Building Society to pay by Direct Debit

Please complete the form and send to: Professional Fee Protection Ltd, Freeport RLYB-ZKYR-UJBB, Southfields Business Park, Basildon SS15 6TH

Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society	Service User Number
Address:		Reference Number (for office use only)
	Postcode	Instruction to your Bank or Building Society Please pay Professional Fee Protection Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Professional Fee Protection and, if so, details will be passed electronically to my bank/building society.
Name(s) of account holder(s)		Signature(s)
Bank/Building Society account number		Date
Branch Sort Code		



BANKS AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FOR SOME TYPES OF ACCOUNTS

Cheque - please make payable to Professional Fee Protection

Credit Card - please contact the office on 0345 307 1177

TaxMaster cover for individuals

What is covered:

We will pay all approved Professional Fees incurred in dealing with:

A Full Enquiry - This is an extensive examination which considers all aspects of the self assessment tax return. It will involve a comprehensive review by HMRC of all books and records underlying the entries made on the return. It will also feature the issue of a notice under S9A/S12AC TMA 1970 or paragraph 24(1) Schedule 18 FA 1998.

An Aspect Enquiry - This is where HMRC enquires into one or more aspects of the self assessment tax return which may involve clarification of particular entries, to detailed consideration of whether those entries have been treated correctly for tax purposes. It may involve a check on the records upon which the particular entries were based. It will also feature the issue of a notice under S9A/S12AC TMA 1970 or paragraph 24(1) Schedule 18 FA 1998.

Which start and are notified to us in writing within the period of insurance.

For details of the cover and the limits of indemnity applicable under the policy please refer to the Insurance Product Information Document supplied.

Policy Requirements

This Policy is only available to individuals, directors, partners (or sole traders who do not wish to cover their business).

We require that you:

Be Covered

Only the individuals registered will receive the benefits of TaxMaster in relation to their UK tax affairs.

Be On Time

Claims must be notified to us within 30 days of the date of the notice from HM Revenue and Customs opening the enquiry. All returns must be submitted no later than 7 days after the statutory filing deadlines.

Be Careful

All returns must be properly prepared. Any failure on your part which prompts an investigation or dispute can invalidate cover.

Be Sensible

You can register in the knowledge that you can be investigated but cannot register knowing that you are likely to be investigated, unless you tell us about the circumstances. If there are any factors we should know about, you must tell us straight away. Once you have a claim it could be too late.

Be Open

Certain factors can significantly increase the likelihood of a claim. For example:

- Any contact from the tax authorities to suggest an increase in the risk of selection for enquiry, such as referral to one of the High Net Worth Teams.
- Arrears in your tax affairs.
- Problems, errors or mistakes notified or amendments to returns submitted to the tax authorities.
- Current or recent investigations or enquiries into your tax affairs or anyone connected with you.
- Changing accountants.

To be covered you must tell us about any of these factors as soon as possible and before you claim. You must obtain our written confirmation that we have been notified and you must understand that in some circumstances we may have to increase your premium.

Be Reasonable

We will not pay for things that need to be done anyway, or for the cost of routine enquiries. You must co-operate fully with us and your accountant and deal with requests and recommendations without delay. You must have given your accountant a full and truthful account of your tax affairs.

TaxMaster for individuals exclusions:

1. Any matter relating to a business.
2. The first £250 of any claim (unless otherwise agreed).
3. Rental Income (before expenses) in excess of £50,000.
4. Claims which originate from any matter which existed before the first period of insurance except where full disclosure has been made to us and the increase in risk has been accepted by us.
5. The costs incurred as a result of deficiencies in records or returns.
6. Disputes without a reasonable prospect of success.
7. Costs or appeals which have been incurred without our prior written authorisation or which are in excess of agreed quotations.
8. Any claim involving Specialist Investigations or the issue of Code of Practice 8 or 9 Booklets unless otherwise agreed.
9. Tax Avoidance Schemes.

Further details and a copy of the Policy Document are available on request from PFP.

Please return the completed application for along with payment to the following address:
Professional Fee Protection | Freeport RLYB-ZKYR-UJBB | Southfields Business Park | Basildon | Essex | SS15 6TH

Registered in England No. 09569634
Registered Office: PFP House, 5 Sylvan court, Basildon, Essex, SS15 6TH
Professional Fee Protection is authorised and regulated by the Financial Conduct Authority.
PFP® is a UK registered trademark of Professional Fee Protection Ltd.

