

Summary

- Tax Credits Software
- Integrated Job Tracking Database within Software
- Compliance System
- System Templates
- Full Set of Standard Letters
- Marketing Documents
- Letter of Engagement Template
- Library of Training Videos
- Access to Online Forum for all Users
- Support Helpline (Platinum subscribers only)
- Detailed Tax Credits notes written by us for Tolleys Online Guidance (Platinum subscribers only)
- Priority Updates on Universal Credit (Platinum subscribers only)
- Full Training Solutions

Tax Credits Software

General

- Fully comprehensive cloud based software.
- Does not require a full understanding of the tax credit legislation and rules in order to complete a calculation and produce a quick result.
- Set up as a stage by stage process that takes you through seven screens ending with the final award computation.
- Date and circumstance driven, for example you enter dates of birth, dates of award period, select from drop down options and the software calculates ages, days available and split awards due to changes in circumstances automatically.
- Gives the information required to complete the HMRC TCO Annual Declaration and Review.
- Deals with every different element of the Working and Child Tax Credits awards.
- Calculates the exact days available per award element and uses the daily rates of each element so your calculations should match HMRC's exactly.
- Allows client files to be set up and saved, and also rolled forward into future tax years.
- Integrated Job tracking database, by tax year, incorporated within the software.
- Can be used easily for producing 'what if' planning scenarios, for example by changing income levels, trade losses, pension contributions, hours worked etc.
- Comes with the ability to set up an unlimited number of users!

Specific

- Fully comprehensive software, for example all of the following issues are dealt with:-

Basic Data

- Joint and Single claims.
- Claimant Disabilities and Severe Disabilities.
- Part year claims.

Tax Credits Software

Tax Credits Stage 1 - Windows Internet Explorer
 https://software.taxcreditteam.co.uk/taxcredits/Stage1.aspx?c=c5cbbf0a-9be0-4e9b-803c-0bd04ad7d0b7&t=2011

THE TAX CREDITS TEAM
 Your only solution to dealing with tax credits

Tax Credits Team Home

STAGE 1 - BASIC CLIENT DATA:

PRACTICE REFERENCES:
 Client reference: 123 Prepared by: DKL Tax Year: 2011/2012

CLAIMANT BASIC DETAILS:
 Primary business name: Freds

Claim is set up as a: **Joint Claim**

MAIN APPLICANT		APPLICANTS PARTNER	
Title:	Mr	Title:	Mr
First name:	A	First name:	B
Surname:	BC	Surname:	CD
Date of birth:	02/03/1989	Date of birth:	08/07/1972
Age of claimant this tax year:	43	Age of claimant this tax year:	39

CLAIMANT DISABILITY DETAILS:

MAIN APPLICANT		APPLICANTS PARTNER	
Is the claimant disabled?	Yes	Is the claimant disabled?	No
Date disabled from:	08/04/2011	Date disabled from:	N/A
Date disabled to:	05/04/2012	Date disabled to:	N/A
Is the claimant severely disabled?	No	Is the claimant severely disabled?	No
Date disabled from:	N/A	Date disabled from:	N/A
Date disabled to:	N/A	Date disabled to:	N/A

PART YEAR CLAIMS - DAYS AVAILABLE CALCULATION:
 Claim is set up as a: **Part Year Claim**

Date that award becomes available from: 01/08/2011
 Date that award ceases to be available: 05/04/2012
 Days award is available for in the tax year: 310

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Child Tax Credit Data

- Becoming responsible for a child after their date of birth (e.g. Adoption, fostering etc).
- Child Disabilities and Severe Disabilities.
- Entering and leaving relevant full time education.
- Registering for Local Careers or Connexions Service.
- Qualifying young person who starts work.

Working Tax Credit Data

- Whether employed/self employed.
- Hours worked for each claimant and a change in the hours worked in the tax year.
- Child Care Costs and a change in the number of children in care or the amount paid.
 - Capping of eligible costs and proportion allowable all catered for automatically.
 - Deals with scenario where one of the parents is incapacitated, in hospital or in prison.
- Indicates when the 50+ Return to Work Element is potentially available, all that is required is to enter the date returned to work where applicable.

Annual Declaration

- Tells you exactly each type of income that needs to be included for tax credits purposes.
- Deals with the deductions from income specific to tax credits.
- Specific P11D benefit in kind section, covering the complex rules on this area applicable to tax credits.
- Specific Self Employment section, dealing with the specific rules relating to the treatment of trading losses for tax credits, and caters for multiple trades for each claimant.

Annual Review

- Prompts you on the issues that give rise to changes of circumstances via a checklist.

Validation of Data Entry

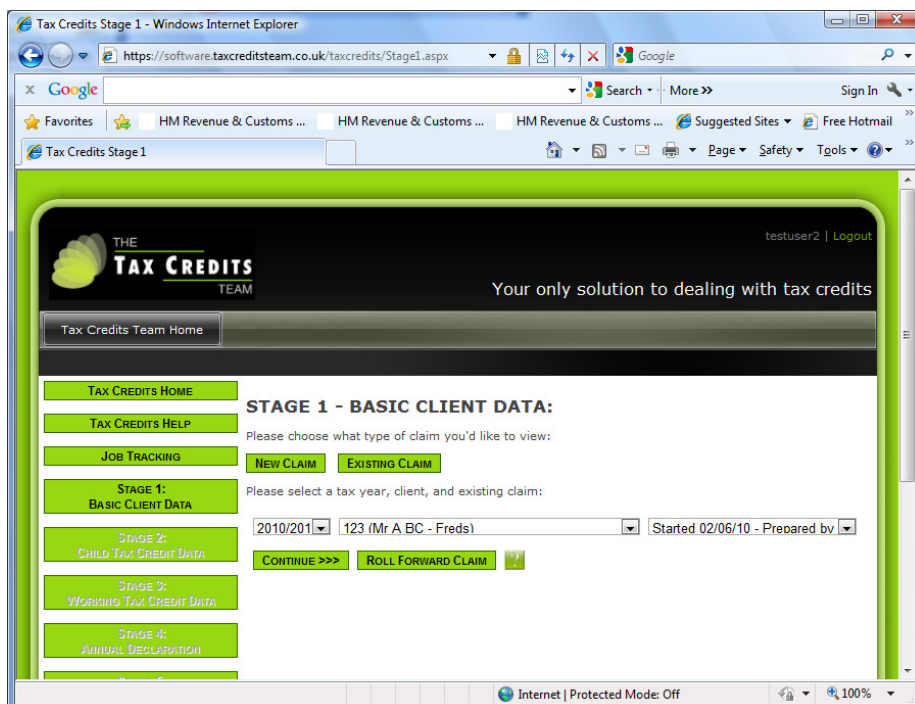
- Gives warning messages if there are any errors or omissions in the data entry that you need to address prior to moving on the final award result.

Award Computation

- Deals with the income increase and decrease disregard calculations automatically.
- Deals with all of the Income Thresholds and Withdrawal Rates automatically. I.e. First Income Threshold, First Income Threshold Child Tax Credits Only, Second Income Threshold.
- Calculates and displays every separate element of the award and shows the award prior to and after any restrictions.
- Warns you again if there are any data entry errors.

Tax Year Roll Forward

- Allows you to roll forward a client to the following tax year.
- All relevant data is carried forward to the correct field for the following year, no reentry of data is required.



Tax Credits Stage 1 - Windows Internet Explorer

https://software.taxcreditteam.co.uk/taxcredits/Stage1.aspx

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HM Revenue & Customs ...

HM Revenue & Customs ...

HM Revenue & Customs ...

Suggested Sites

Free Hotmail

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Page

Safety

Tools

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Tax Credits HOME

Tax Credits HELP

JOB TRACKING

STAGE 1:
BASIC CLIENT DATA

STAGE 2:
CHILD TAX CREDIT DATA

STAGE 3:
WORKING TAX CREDIT DATA

STAGE 4:
ANNUAL DECLARATION

STAGE 1 - BASIC CLIENT DATA:

Please choose what type of claim you'd like to view:

NEW CLAIM

EXISTING CLAIM

Please select a tax year, client, and existing claim:

2010/2011

123 (Mr A BC - Freds)

Started 02/06/10 - Prepared by

CONTINUE >>>

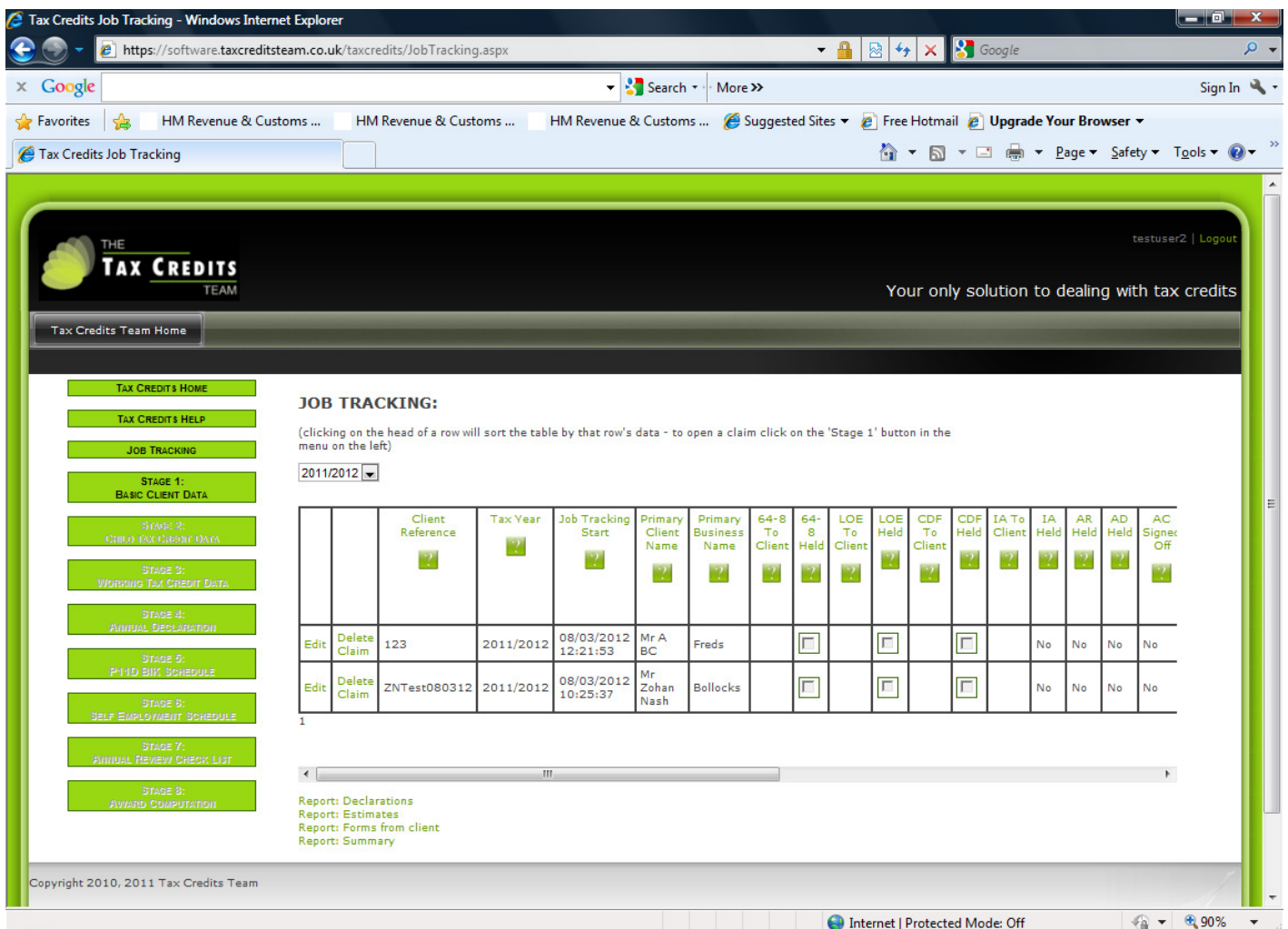
ROLL FORWARD CLAIM

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Integrated Job Tracking Database

- A workflow database to track the compliance work flow of each of your tax credits clients. Dealing with:
 - Tracks each client stage of work per tax year.
 - Complete overview of each stage of the compliance cycle.
 - 64-8's and new client paperwork.
 - Letters of Engagements.
 - Application forms.
 - Completion of Annual Declaration and Review.
 - Estimates and Actuals.
 - Produces various reports summarising the position of all your clients.



Tax Credits Job Tracking - Windows Internet Explorer
 https://software.taxcreditteam.co.uk/taxcredits/JobTracking.aspx

Google Search

Tax Credits Job Tracking

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Tax Credits Team Home

TAX CREDITS HOME
 TAX CREDITS HELP
 JOB TRACKING
 STAGE 1: BASIC CLIENT DATA
 STAGE 2: CHILD TAX CREDIT DATA
 STAGE 3: WORKING TAX CREDIT DATA
 STAGE 4: ANNUAL DECLARATION
 STAGE 5: P11D BIK SCHEDULE
 STAGE 6: SELF EMPLOYMENT SCHEDULE
 STAGE 7: ANNUAL REVIEW CHECK LIST
 STAGE 8: AWARD COMPUTATION

JOB TRACKING:

(clicking on the head of a row will sort the table by that row's data - to open a claim click on the 'Stage 1' button in the menu on the left)

2011/2012

		Client Reference	Tax Year	Job Tracking Start	Primary Client Name	Primary Business Name	64-8 To Client	64-8 Held	LOE To Client	LOE Held	CDF To Client	CDF Held	IA To Client	IA Held	AR Held	AD Held	AC Signer Off
Edit	Delete Claim	123	2011/2012	08/03/2012 12:21:53	Mr A BC	Freds							No	No	No	No	
Edit	Delete Claim	ZNTest080312	2011/2012	08/03/2012 10:25:37	Mr Zohan Nash	Bollocks							No	No	No	No	

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Report: Declarations
 Report: Estimates
 Report: Forms from client
 Report: Summary

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Compliance System

- A system/completion questionnaire that takes you step by step through the various stages of dealing with the annual tax credits award compliance lifecycle.
- At each stage prompting you with which template, letter or tool to use.

System Templates

A full set of system templates including:-

- **File set up template**
- **Call log**
- **Service Fact Sheet** - detailing what is included in your fixed fee compliance service and what specific work would fall outside of the fixed fee and attract an additional fee. Also caters for initial set up value % fee.
- **Client Personal Details Form** - for the collation of tax credits specific client data that you are unlikely to hold on your main client files. The details requested are essential for the completion of the clients Application Form and ongoing Annual Declaration and Reviews.
- **Marketing Mail Shot Flyer** – Use this to mail shot your entire client base to begin generating interest in your tax credits service. It summarises some basic scenarios that could give rise to an entitlement, deals with protective claims and highlights how sensitive tax credits are, with a view to dispelling the myth that they will not qualify.
- **Summary of Key Dates**
- **Summary of Useful Telephone Numbers**

Full Set of Standard Letters

- A full bank of standard letters dealing with each stage of the compliance lifecycle, including:-
 - Sending all relevant documents to clients as well as subsequently chasing them.
 - Sending all relevant documents to HMRC (including requesting the three month backdate of a new claim).
 - Requesting Declaration and Review forms from client and chasing them.
 - Confirming annual award to client.
 - Service clarification letters when a client asks you to perform work outside of the fixed fee service, detailing why the work requires additional fees and requesting the additional information required in order to perform the work, also requesting confirmation that the client wishes you to proceed.

Marketing Documents

- Guidance and Template Flyers on marketing and pricing your Tax Credits Service to your clients.

Letter of Engagement Template

- The Tax Credits Team have had this approved by the Chartered Institute of Taxation and it is fully comprehensive.
- It details the clients responsibility in relation to providing information and documents within deadlines, and also lists in detail all the information and changes in circumstances that the client is responsible for informing you of.
- It has a specific section dealing with joint claims to protect you from the specific risk areas in relation to joint claims.
- It details exactly what you are responsible for completed under your standard service, and also lists specifically work that would require an additional fee (E.g. Appeals, Under/Over Payments).

Library of Training Videos

- Full library of Training Videos covering:-
 - Marketing.
 - Compliance.
 - Technical.
- Continual updates throughout the year.

Access to Online Forum

- Subscribers have access to a Tax Credits specialist online forum.
- Available to both Gold and Platinum members.
- Ask questions and learn from others.

Support via Helpline and Email

- *Available to Platinum Subscribers only.*
- For assistance with any legislative or procedural technical issue you may have while dealing with a specific issue in relation to your clients Tax Credits Compliance work.
- For assistance with Tax Credits Planning cases.
- For assistance with using the software or systems.

Tolleys Tax Credits Notes

- *Available to Platinum Subscribers only.*
- Detailed Tax Credits notes written by us for Tolleys Online Guidance.
- Explaining how tax credits work for clients of accountancy practices, including planning examples.



Full Training Solutions

- Please see separate "Training Prices" Fact Sheet for full details
- Course cover Technical, Legislative and Compliance issues as well as the use of our Software and Systems.
- One to one training at our offices or your own offices.
- Pre arranged Open Group days at various locations across the UK.
- Telephone Conference Training Sessions where we take over your PC and talk you through the software over the telephone. (These sessions only cover software and systems use). *Platinum Subscribers get one of these sessions free of charge each year.*

Other Support Services

- Assistance with value billing your tax credit planning work
- Opportunity to sub-contract your tax credit planning work to MNA on a pay away basis

Continual Updates

- Updates to the software for rate changes each tax year.
- Continual updates for changes to legislation and procedures reflected in the systems, software and standard templates.

Improvement Program

- Ongoing development and improvement to the software.
- Further marketing templates and systems.
- New and enhanced templates and standards letters.

Differentiation and Pro-activity

- You will differentiate your practice from others as the vast majority do not offer tax credits as a compliance service and certainly do not use them as a proactive tax planning tool.

Priority Updates on Universal Credit

- *Available to Platinum Subscribers only.*
- There will be lots of changes to the Tax Credits system in 2012/13 and also 2013/14 before the introduction of Universal Credit in October 2013 and because of this, it is more important than ever that you are aware of your clients tax credits position. We don't yet know how Universal Credit will impact on our clients, but you should be aware that we are continually monitoring the progress of the Welfare Reform Bill and the associated regulations that will determine how the new system will work for your clients.
- However, please don't think that tax credits will end in two years time! It is estimated that it could take until sometime in 2017 before some of your clients tax credit claims will transfer to Universal Credit. There will be no new tax credits claims from April 2014 and because of this there will be a period of time where you could be dealing with both Universal Credit and Tax Credits. We will of course still provide our tax credit software and also a software solution to Universal Credit as and when we have more details of how the system will work.

Testimonials

"One of our clients when we suggested a tax credit claim said, 'I earn too much, I have no children...'. In 2009/10 he will receive £3,302 in tax credits, is highly delighted and was wondering why his previous accountant had not suggested it.we consider the investment in the software to be greatly beneficial to the practice as well as our clients".

Raymond Hey of Stead Robinson

"Brilliant. Virtually every small business client we mention the service to is delighted to put this into our hands. Almost without exception we find we can increase the size of their claim by substantially more than our fee. The whole process is managed by a bright young 21 year old who has completed the AVN Training day. After a month we have added £10,000 to the GRF of a department which we had been considering closing".

Nick Hume of Calcutt Mathews

"MCA have used Steve and his company and his talents for over 3 years now. In my opinion, he's the UK's leading expert on Tax Credits and related matters. MCA's team had the privilege of listening to him for a full day recently and it will go down as one of the best day's of the working year. His knowledge is unsurpassed, his presentation is fantastic and I would recommend him to any UK accountant seeking to develop their Tax Credit services & skills. We look forward to working with him over many years to come on Tax Credits and then Universal Credits."

MCA Accountants (Rochdale)