Company Year End – Annual Expense Form

FAX to: 0845 604 0573
Post (with Receipts) to:
FREEPOST, Recruitment & Contractor Services

Full Name: _____ **Year End Date:** _____
Reference: _____ **Date Submitted:** DD / MM / YYYY
Contact Phone No.: _____

YEAR END CLAIMS differ from normal weekly or monthly expense claims received by RACS PSC by virtue of the fact that these are a particular type of claim and are usually outside the scope of standard expense items. For Example: The entertainment of clients or prospective clients, Annual Bonuses (Christmas etc) and Gifts in Kind (if you are unsure, please contact us for guidance).

The main reason these items are submitted annually is because they are deemed **ALLOWABLE** under HMRC guidance they **CANNOT** be off-set against any **CORPORATION TAX** liability. Thus the benefit calculation is treated differently to normal expenses and adjusted accordingly by your nominated accountant.

If you use an external accountant, other than one recommended by RACS PSC – please seek the necessary advice on this topic **BEFORE** your annual accounts are produced.

EXPENSES – (Must be supported by VAT Receipts where possible)

Date	Details of Expenses Claimed	Total (£)
	Total Expenses Claimed (£)	

I certify that, to the best of my knowledge, the information provided on this Expense Claim Form is true and accurate, wholly and exclusively in the performance of my business activities and I have attached all receipts for my expenses claims where applicable. I understand that all non-receipted items will not be accepted.

SIGN HERE