

Sole Trader Accounts

Information Required

The following information is required for the accurate completion of your Company Accounts, please review each area carefully and provide all associated paperwork.

Period : 6th April to 5th April

AREA	PAPERWORK ENCLOSED
- Sales Invoices / Proof of Sales	
- Purchase Invoices / Receipts	
- Mileage Claims	
- Bank Statements (All)	
- Credit Card Statements (All)	
- CIS Payment & Deduction Statements (Sub Contractors Only)	
<i>If you wish to claim home office expenses :-</i>	
- Utility Bills (Gas, Elec, Telecoms)	
- Council Tax	
- Rent	
- Mortgage Interest	
- Number of rooms in house / flat (not including bathrooms, toilet, kitchens or hallways)	
- Number of rooms used for your business	

SUPPORTING RECEIPTS & ACCOUNT STATEMENTS MUST BE PROVIDED

I confirm that I have provided all relevant information to RMD Accountancy to complete my Company Accounts.

Signed : _____

Print : _____

Date : _____

