

Document Slips

To..... (Your company name)

From :.....(the name of your client)

I/We confirm that we have given all records, documents, and relevant information to enable the preparation (without Audit) of accounts for the period

Year ended.....

I/We have presented all the relevant personal information for the preparation of personal tax returns to be submitted to the Inland Revenue for the Tax Year

5th April

Signed

Dated.....

<p>FOR OFFICE USE ONLY:</p> <p>DOCUMENTS SUPPLIED</p> <p>Sales Invoices Purchase Invoices Bank statements ChequeBook stubs Paying In Books Petty Cash Books VAT Returns Payrolls WIP Details</p> <p>Self Assessment Statements of Interest Earned (Banks and B Societies) Dividend Vouchers Pension Details CIS Vouchers</p>
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