



COMMON QUESTIONS ABOUT THE SOLE TRADER SERVICE

1. How much does the scheme cost?

A: The maximum fee is £21.84 but as this is tax exempt, you will never pay more than £17.47; this includes Tax Enquiry Insurance for protection from HMRC investigations. It also includes high levels of indemnity and liability insurance for you, the public and your employer.

2. Am I responsible for paying my own TAX and do I need a separate accountant?

A: NO - Backoffice ensure the correct contributions are made to the authorities on your behalf and this is clearly shown on your pay slip. You do not need another accountant and we do all calculations on a weekly basis so that you see benefits immediately as opposed to year end. We will also set up the class 2 contributions for national insurance on your behalf. This means you will pay the required minimal amount each week direct to HMRC in order to boost NI contributions so that you qualify for state benefits.

3. What can I expect from Backoffice?

A: 1st class service including a weekly payslip, text message advance notice of pay, pay advice, free end of year tax assistance if required, dedicated and professional service team.

4. Does the scheme have any negative effect on any of my TAX credits?

A: NO - if anything the scheme will improve your TAX credits as all credits are based on your Taxable income, by using the work related expense claims you are reducing your taxable income and this should be reflected by a possible increase in the credits received. Contact your agency or Backoffice for assistance on how to do this.

5. I am in receipt of private pension payments; does the scheme have any effect on these?

A: NO

6. Do I have to submit an expenses form?

A: YES if you want to see the increase in NET pay.

7. What if I forget to submit expenses?

A: If we receive backdated claims we will process on your behalf but this is not a practice that we usually follow or encourage.

8. What sort of financial benefit can I expect?

A: This depends upon the size of the claim made and the shift patterns that you work, it is not uncommon to see a 20% increase on NET pay when using the service correctly. If advice is required, please contact Backoffice at any time.

9. Why is my payslip so detailed?

A: Backoffice has to show the entire process from Gross income, offsetting expenses and other costs to get to the lower taxable amount. From this your NET pay is calculated and should be higher due to less contributions being made and work related expenses being reimbursed.