

## **SOURCE ACCOUNTING NEW CLIENT TIMELINE**

Hello! Welcome to our new client timeline which shows you the set up stages of your contracting journey.

### **STEP 1**

#### **INCORPORATE COMPANY**

The company can usually be formed in less than 24 hours.

We will send you a template of the required information.

Once the company is formed, we will give you the company number.

#### **ARRIVING IN THE POST**

- ✓ Company authentication code
- ✓ Corporation tax ref number
- ✓ Self Assessment ref number
- ✓ Pass these on to us as soon as possible

### **STEP 2**

#### **BANK AND INSURANCE**

Get a company bank account set up. You can usually do this online and most banks offer two years free banking

Make sure you have the relevant insurances in place. Speak to us and we can help with this.

#### **CONTRACT REVIEW**

Our team are trained to carry out IR35 contract reviews to ensure you are being compliant.

Send us a copy of your contract and we will review this to check everything is in order.

#### **FREEAGENT SOFTWARE**

Now that you've got your business bank account we will send you a link to our FreeAgent software.

This is where you will be able to manage your company finances and send invoices.

The first thing to do is get your business bank account linked to FreeAgent.

### **Step 3**

#### **RELAX**

You're now ready to start your relationship with Source Accounting!

At this stage we will design a specialised tax plan for you and tell you exactly how much money to take out of the company.

The key thing is to be tax efficient!