

## The Stephen Asher Consulting Tax return process

At Stephen Asher Consulting our aim is to provide personal service of the highest quality. This guide is designed to help you understand the steps that are involved.

### Step 1 - Initial Consultation

We will provide you with a free initial consultation to get to understand your circumstances and help you work out the documentation that will be needed and when things need to be done.

We will assess the level of complexity involved with your return(s) and provide you with a fixed fee quote. If you are happy with the quote we will send you an engagement contract for you to sign.

Consultation

Information

Fee Quote

Contract

### Stage 2 - Information Gathering

After you have appointed us to complete your tax return(s), you will need to provide us with the necessary paperwork. The Client Area of our website contains questionnaires to help you with this. We are available to help you with any question or if you are experiencing difficulties in collating the detail.

Client Area  
Questionnaire

Complete  
Questionnaire

Return  
Questionnaire to  
StephenAsher

### Stage 3 - The Preparation Process

Once we have received your information we will prepare your return(s) as quickly as possible. If we need additional details or clarification of some of the information you have provided, we will contact you.

We will provide you an estimate of payments you may need to make and when or any refund to which you may be entitled. We will send this estimate to you with your completed tax return for your approval and signature.

When you have signed the return you should send it back to us and we will make formal submission to the Inland Revenue of your return and our calculation of your tax position.

Preparation

Clarification

Estimates of  
tax due/refunds

Approval  
& Signature

Return to  
StephenAsher

Submission to  
Inland Revenue

### Stage 4 - After the submission of your return(s)

The Inland Revenue will process your return(s) on receipt. This normally takes 4-6 weeks although processing times will vary during the course of the year. We will review any subsequent statements that are sent by the Inland Revenue and advise you of what action to take, if any.

Inland Revenue  
process Return

Review Inland  
Revenue  
Statements

Advise on  
any action  
necessary