



Tax and Company Forms User Guide October 2001



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1. Tax and Company Forms

The Tax and Company Forms service includes all of the reproducible forms issued by Inland Revenue and Companies House. Users can access the forms online, complete them on screen, save them to their own directories, print them off and submit them to the relevant agency.

The service is of use to any professional that may have to deal with tax and related forms and has access to the Internet.

Its main benefits to the user are as follows.

- Forms are available in one place and are completed using one convenient, user friendly package, HotDocs™, the world's leading form and document assembly software. This is available free of charge and can be downloaded in minutes.
- The site provides quick and easy access to a wide variety of forms.
- Forms are accessed online, completed on screen and saved in the user's own directory at their convenience.
- Forms are often revised and reissued by the Inland Revenue or Companies House to reflect changes in practice or legislation. If information is submitted on an out-of-date forms it may be rejected by the issuing body and the taxpayer or company asked to resubmit. This can result in penalties for the taxpayer and legal action for the practitioner. Using the Tax and Company Forms service means that the practitioner is certain to use the very latest form available and so avoid unnecessary delays and penalties.
- The service can be accessed quickly and easily by any user who has access to the Internet. Similar services supplied on CD can mean the involvement of IT departments in the installation of software, rollout to members of staff and updating of CDs. Online delivery avoids these costly and time-consuming procedures.

In this way, firms who have invested in Internet-based IT solutions can use the Tax and Company Forms service as their online library of forms.

- The forms are not time-bombed and will not expire. The user simply accesses the service whenever he needs to complete a form.
- All the forms have been approved by the issuing body.

2. Opening Tax and Company Forms

To access the Tax and Company Forms opening screen, select Tax Services from the Butterworths Direct home page. From here select the Tax and Company Forms button (single click). This will take you directly into the service.

3. Unique Features

3.1 Navigation Bar

Once you have accessed Tax and Company Forms you will see the navigation bar at the top of the screen. In order to access a service within Tax and Company Forms left click once on the relevant heading.



Left Clicking once 'Home' from the Navigation Bar will link to the butterworths.com Home Page. Left Clicking once 'Tax and Company Forms' will return you to the top of the database.

4. Other Information

4.1 Editorial

If you have a query about the content of Tax and Company Forms, you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 608 1188 and they will connect you to the appropriate person to deal with your query.

4.2 Technical Support

Support for our on-line services available:

09.00 – 17.00 Monday to Friday

08.00 – Midnight Saturday and Sunday by e-mail at:

online.support@Butterworths.com

[Tel: \(44\) 0845 305 0500](tel:(44)08453050500) [Fax: \(44\) 01483 257 917](tel:(44)01483257917)

<http://www.butterworths.com/content/support/techsupport.htm>

To assist the helpline in resolving your problems as quickly as possible please have the following information to hand before calling

What internet browser are you using?

What product do you subscribe to?

Do you have a network or a standalone PC?

If you are on a network what type is it? (ie. Novell NT etc)

Which version of Dos are you using

Which version of Windows are you using?

What was the sequence of events leading up to your problem?

4.3 Customer Support

Butterworths Direct Helpline is available from Monday to Friday 09.00 – 17.00

Tel: 0845 608 1188

For calls from outside the UK: (44) 207 400 2822



4.4 Training

To find out more about our comprehensive training courses and to reserve a place.

Tel: (44) 0207 400 4639

E-mail: training@butterworths.com