

giant

giant accounts

Get independence and freedom by being your own boss with your own limited company.





introduction

A limited company might be your most tax efficient option if you're earning more than £15 per hour and contracting for the longer term.

You may be eligible to claim business expenses and, if you pass the IR35 test, you can choose to pay yourself dividends alongside your salary, which reduces your tax burden.

The whole point of contracting is freedom of being your own boss, so we are here to give you the accounting tax and legal advice you need to get started and all the help you need going onwards and upwards.



giant accounts

When you form a limited company through **giant** accounts, you're not alone! We're here for you with expert advice on your working options.

We can help you organise your business bank account. And there's plenty of ongoing support from your accountant and our team of specialists, as well as your 24/7 personal, online, mobile enabled portal.

If you're new to this kind of independence – freelancing, contracting, self-employment – you'll soon realise that you have additional responsibilities as a director, but don't worry as we're here to help!

We support and guide you through setting up your business, IR35 assessments, the day-to-day running, VAT returns, salary, expenses, dividends (when outside IR35), personal and company tax returns, and business growth.



benefits of **giant** accounts

- ★ 30 years of specialist experience
- ★ bespoke, mobile enabled software
- ★ agreed service levels
- ★ 100% compliance
- ★ ISO 27001 international security
- ★ ISO 9001 quality systems
- ★ your own qualified accountant and support team
- ★ speedy set up
- ★ independent specialist IR35 advice
- ★ £20m+ business insurances
- ★ director benefits with **giant** advantage
- ★ FCSA founding member



customer service

We recognise that customer service is very important to you throughout your journey with giant. Your accountant and support teams are available from 8 am to 8 pm whether you are using the feedback function via your portal, live chat or the phone - and our technology is open 24 hours! We continue to invest heavily in our own technology, ensuring your experience across any device is both intuitive and simple.

We also invest very heavily in our people, from the recruiting phase through to continuous training and quality control. An important cornerstone of our quality control are the scores and feedback we receive from you and other clients using our service. These are surveys which, using a net promoter score of 0 to 10, gain valuable feedback on both our overall service and importantly individual support staff.

Each staff member and the department as a whole are ranked and mapped showing clearly their scores and feedback. These are circulated daily and form part of our key performance indicators and staff reviews each month. It is rare that these scores are less than 9 out of 10.

With your help the feedback you provide allows us to continually improve our service.

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giant advantage

Honoured by the Benefits Excellence Awards, **giant** advantage is an extensive director benefits programme that can save you £1000's each year.

We know everyone enjoys cheaper cinema tickets and discounts at their favourite high street retailers but with **giant** advantage you also get something a little extra.





insurance

Insurances are crucial to protect you and your limited company, as well as being an important 'outside IR35' factor. You will have to buy business insurances so to make your life easier we have included them within two of our limited company packages.

Both our professional and executive packages come with;
£10m professional indemnity insurance, £5m employers liability insurance,
£5m public liability insurance, £50,000 legal defence including HMRC investigations
and £100,000 personal accident insurance.





packages

	lite	professional+	executive+
monthly	£125.00 +VAT	£175.00 +VAT	£195.00 +VAT
company formation fee	£50.00	£30.00	included
unlimited accountancy support	✓	✓	✓
accountancy software	✓	✓	✓
secure bank feed	✓	✓	✓
year-end accounts	✓	✓	✓
VAT registration and filing	✓	✓	✓
director's payroll	✓	✓	✓
annual confirmation statement filing & fee	✓	✓	✓
registered office	✓	✓	✓
professional indemnity insurance (£10m)	✗	✓	✓
employers liability insurance (£5m)	✗	✓	✓
public liability insurance (£5m)	✗	✓	✓
legal defence including HMRC investigations (£50,000)	✗	✓	✓
personal accident insurance (£100,000)	✗	✓	✓
director self-assessment	✗	✓	✓
IR35 contract review	✗	annual	unlimited
references	✗	✓	✓
quarterly tax and business strategy reviews	✗	✗	✓



frequently asked questions

We have grouped the most frequently asked questions to answer your queries. We are constantly updating these based upon your feedback. We very much hope they are useful and look forward to welcoming you to one of the **giant** services.





the basics

what is a PSC?

PSC stands for Personal Service Company, it is also sometimes referred to as a limited company.

Your limited company contracts with the agency (or end hirer where there is no agency involved) to provide your services to the hirer.

You will have a contract with **giant** so we can provide bookkeeping and accountancy services for your limited company.





what is IR35 and how does IR35 affect my Limited company?

IR35 is legislation introduced by HMRC to help determine whether someone works like an employee of a business or as a contractor in business for themselves. It looks at a variety of factors including your contract and working practises.

If you are operating as a genuine business then you are deemed to be outside of IR35 and as a result, you can pay yourself low salary, expenses and dividends which saves you tax and national insurance. If you're inside IR35 all income is subject to PAYE taxes. Please note if you thought that most of your assignments will be inside IR35 then the umbrella option may be more suitable.

who decides my IR35 status for each assignment?

Your hirer decides your IR35 status, unless they are a non-public small or medium sized company in which case you decide.

what are the benefits of a PSC?

If your assignment is deemed to be outside of IR35, you may be able to pay yourself a small salary and withdraw the remainder of your income as expenses and dividends. This is much more tax efficient than income being taxed as PAYE. You are also in control of when you pay yourself allowing for further tax planning.



what are dividends and what are the benefits of them?

A dividend is a profit-share payment made from the post-tax profits of a company, to the shareholders (owners) of the company.

Dividends are generally a more tax efficient method of withdrawing money from your limited company, as they are taxed differently to salary and are not subject to employers national insurance.

can giant accounts set up a limited company for me?

Yes, **giant** can set up a limited company for you within 24 hours, you just need to come up with the company name and we will take care of the rest!

can you assist me with opening a business bank account?

You will need to set up a bank account in the name of your limited company. This is because your company is a separate legal entity and your personal and business finances are kept separate from one another. You can choose your own preferred bank, or we can put you in touch with ones that we partner with.

is it compulsory for my company to be VAT registered?

If your company income is over £85,000 per year, it is compulsory for you to be VAT registered however if your company income is below the threshold, it is optional. Your accountant will go through the different VAT options you have for your limited company.



what accountancy software does giant use?

We provide you with access to FreeAgent which is user friendly and provides you with all the accounting and financial tools required. Access is via your **giant** personal portal.

how I do I raise an invoice?

You can start trading through your company via your FreeAgent account by billing your client for your services on a weekly or monthly basis. An invoice template can be found in your FreeAgent account together with simple instructions on how to create and send an invoice to your client. The knowledge base section in FreeAgent is packed with tutorials and videos that can help you perform these tasks and others.

do you operate a payroll for me?

Yes, your salary will be run once a month and a payslip will be generated towards the end of each month detailing your net salary and any PAYE liabilities you need to pay to HMRC. The payslips can be found on your company's FreeAgent account which your **giant** accountant will prepare for you on a monthly basis.

do you file my company quarterly VAT Returns to HMRC?

Yes, your **giant** accountant will prepare your quarterly VAT Returns on your FreeAgent account, and file them online to HMRC and give you the correct instructions on how to make the necessary payments. Prior to submission, we will keep you informed of each stage of this process.



what expenses can I claim?

If your assignment falls outside of IR35, you may be eligible to claim a large range of business expenses such as business travel, secondary accommodation, subsistence etc.

how is an expense claim made?

You can claim via the accountancy software provided by giant on your online portal and then reimburse the total expenses value to yourself monthly from the funds held in your business bank account.

do you prepare the Annual Accounts and Corporation Tax liability at end of the company's accounting year?

Yes your company's annual accounts - called 'statutory accounts' - are prepared by us from the financial records at the end of your accounting year. Statutory accounts include: a 'balance sheet', which shows the value of everything the company owns and is owed or owes on the last day of the financial year; a 'profit and loss account', which shows the company's sales, running costs and the profit or loss it has made over the financial year; a director's report; and notes about the accounts.

how do I contribute to a pension with my limited company?

As a director of your limited company, you have two pension options. You can either chose to contribute to a company pension or a personal pension. We can put you in touch with a financial advisor who can discuss the best option for you and your company based on your circumstances. To find out more, please call Humphries on 0208 390 9055 to speak with one of their Independent Financial Advisors.



can you complete my director's self-assessment?

As a company director, you will be required to file a personal self-assessment tax return each year, **giant** will prepare and file this for you. This may incur an additional fee if there is income not related to your limited company.

can I set up a limited company if I've been bankrupt?

You may not be able to operate through a limited company or be a director of any other company, if you have been declared bankrupt and your bankruptcy has not been discharged.

can I set up a limited company in a different country?

No, **giant** can only assist you with setting up a company registered in the UK.



what can I do with my limited company if I am no longer trading through it?

A contract ending has no impact on the limited company, it continues to operate as a business. However, if a contract comes to an end and there are no further contracts in the pipeline, you generally have 3 options:

Dormancy: If you plan to take a short break from freelancing, you may want to consider making your company 'dormant'. This is a temporary suspension of some services, but the company remains on the Companies House Register as a trading company and all returns still have to be filed. The advantage of putting your company into dormancy is that the company remains there and ready to use when you need it and the company bank account is already up and running. The **giant** accountancy fees when a company becomes dormant will be £50+VAT per month.

Striking off: Your second option is to wind the company up by collecting all your debts, paying off all the creditors and taking all the remaining money out of the company by way of salary expenses or dividends. The winding up process includes de-registering for PAYE and VAT and applying to have the company struck off by the registrar of companies. As your accountants we can do this for you. The process usually takes up to 3 months.

Members voluntary liquidation: Finally, your third option is to undertake a member's voluntary liquidation (MVL). There are significant tax benefits for taking this option.

If your company has a minimum net asset value of £25,000, normally represented by cash, and you meet certain conditions, then it can appoint a liquidator to formally close the company.

Unlike the striking off process under option 2, where any income you take out of the company is subject to income tax, monies distributed under an MVL are subject to capital gains tax and in most cases you can benefit from entrepreneurs relief where the tax rate is only 10%. Tax savings can range from £10,000 through to £35,000 where net assets are above £100,000 in the company. As your accountants we can arrange for an MVL for you.

about giant

For almost 30 years, **giant** have provided specialist, end to end workforce management software and support services for organisations of all sizes. Globally.

We invest heavily in our cloud-based software which ranges from talent acquisition and onboarding through to timesheet management, billing and payroll. Our support services include candidate screening, employment solutions and legislative risk management including employment status advice as well our range of payment solutions available to contractors.

You can relax knowing your data is safe with us. Our commitment to compliance protects you from risk and our rigorous international security standard ISO 27001 ensures that your data is GDPR secure.

By the way, we're also green! We're passionate about our planet so we have the ISO 14001 environmental management standard which focuses on reducing waste and recycling!

