



## Transferring your company to Anytime

We will make the transfer process as smooth and as simple as possible. This is only ever a bit of a chore if your previous accountant is uncooperative or your affairs are in arrears. Anytime will do all we can to make sure this is not a problem for you.

### Professional clearance

You will need to write to your old accountant and advise them of the change and ask them to help ensure there is a smooth transition. This will give them your authorisation to supply information about you to us. We will provide you with a template letter to send to them.

As soon as you confirm you have written we will also write to your previous accountants. As a member firm of the ICAEW we must ask for what is colloquially often referred to as “professional clearance”. In almost all cases this is a formality.

We will also ask for various information so that we can start to handle your accounting and tax affairs. The sort of information required varies but normally includes the last VAT return, tax returns and last accounts. We would usually expect this to be supplied within 7 – 10 days of being requested. We deal with this and you don’t need to do anything else.

### Tax agent registration

We will apply to be registered as your agents with HMRC. HMRC will issue up to 4 separate authorisation codes which for security they will send to your address. Please scan and upload these to your Anytime Portal account as soon as you receive them and we can then complete the registration process. Thereafter we will be able to advise you on all tax compliance matters.

### FreeAgent

If you were using FreeAgent prior to joining Anytime, your account needs to be transferred to us. Your Anytime FreeAgent account is included in your Anytime fee package and if you have been paying FreeAgent separately you should now cancel direct payments to them.

All you need to do is write to FreeAgent confirming that you are now an Anytime client. We will send you a template letter. Once you confirm this has been sent we will write to FreeAgent to give effect to the transfer. The change will be seamless and you will not notice anything different except you will see our Anytime logo on your account, which you will also be able to log into through the Anytime portal.

And that is all there is to it.