



Independent Contractor Services

Care and Compliance

Our Services

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Introducing ICS

Independent Contractor Services Ltd (ICS) was established in 2002 to provide individual accountancy, tax advice and administrative services to professional contractors.

We are now one of the leading accounting and administration companies and have helped many hundreds of contractors working in dozens of industry sectors across the country.



Care and Compliance

As a contractor you have the opportunity to take home more of your income each month, but it's important to make the right choices. Get it wrong and you could be facing a mountain of paperwork or even a fine from HMRC if you fail to comply with IR35. Get it right and you can enjoy higher returns and a life free of administrative stress.

Guided by the principles of *care* and *compliance*, we help contractors focus on their strengths, remain compliant with IR35 and MSC legislation, and often increase their net income.

We make sure we get the basics right – from ensuring you are paid the right amount on the right day, to always being available at the end of the phone when you need any help or advice. We also offer a range of inclusive services that you may not find elsewhere, including professional indemnity.

We also work with a team of experts in employment and tax law to ensure our services are fully compliant with existing IR35 legislation and the latest government regulations. In short, we help you to enjoy all the benefits of running a limited company, without the associated paperwork and organisational headaches. This means you can get on with your job without distraction.

Five good reasons to choose ICS

- 1. IR35 and MSC compliant for stress-free contracting**
- 2. Commitment to outstanding service**
- 3. No hidden charges or extras**
- 4. Direct dial helpline whenever you need us**
- 5. Professional Indemnity. Public and Employers Liability Insurance**

Meeting Your Requirements

Our range of services for contractors can be tailored to meet your specific needs and circumstances. This includes:

- **Limited Company Service (LCS)** – Get professional support running your own limited company
- **Umbrella Service** – Enjoy all the benefits of working as a contractor
- **Sole Trader Service** – Independence without compromise
- **Salary Package** – Enhance your return with our tailored service for high earners

Over the following pages we provide more information about each of these services. Please feel free to contact us at anytime to discuss your requirements or if you have any questions.



Limited Company Service (LCS)

Get professional support running your own limited company.

A limited company is often considered the most prudent option if you are outside of IR35 (although it can also be an option if you are *within* IR35), as in many cases you will take home a greater proportion of your income than through an umbrella company.

This is because you can benefit from the Flat Rate Vat Scheme, lower National Insurance contributions, and the option to claim back tax on a broader range of business expenses.



In order to discover the best solution for you we strongly recommend contacting us for a discussion and an individual quote based on your specific circumstances. We offer a free IR35 status review, which may be useful in your decision-making and we would be happy to discuss your general contracting needs and requirements.

Our aim is to help you make the right decision by providing you with clear and honest advice about your options. We offer a free phone number – 0800 195 3750 – which you can call at anytime to speak in confidence with one of our specialist consultants or accountants.

We will never pressure you into making a decision, because we believe that presenting you with all the facts up front is much more likely to lead to a longer term relationship.

Benefits of choosing our Limited Company Service

- ✓ **Free IR35 review**
- ✓ **Transparent charging structure**
- ✓ **Tax returns completed on your behalf**
- ✓ **Unlimited accountancy support from our qualified team**
- ✓ **Professional Indemnity**
- ✓ **Comprehensive liability insurance for your company**
- ✓ **Business expenses compliance guidance**
- ✓ **Direct dial helpline for any questions – call us free on 0800 195 3750**

Go solo or work with a consultancy?

If you choose the limited company option then the first decision is whether to go it alone or work with an accountancy and administration consultancy like ICS Accounting. The benefit of doing it yourself is that there are no fees to pay, but the downside is that you will have to grapple with mostly mundane and often quite complex paperwork and processes.

Many contractors choose to work with a contractor consultancy firm because it leaves them with the time to focus on their work and family life, without the need to worry about invoices, tax returns, IR35, professional indemnity and other matters that many think are best left to qualified accountants and administrators.

Our pricing menu is on the following page. Please contact us to discuss your specific requirements.



Limited Company Service Pricing Menu

Feature	Dormant	Bronze	Silver	Gold	Platinum
Assist with bank account opening		✓	✓	✓	✓
Client invoicing		✓	✓	✓	✓
PAYE registration		✓	✓	✓	✓
Debt collection		✓	✓	✓	✓
Receipt recording		✓	✓	✓	✓
Pay Calculation		✓	✓	✓	✓
PAYE calculation (due to HMRC)		✓	✓	✓	✓
Output calculation for VAT return		✓	✓	✓	✓
Compile annual accounts spreadsheet		✓	✓	✓	✓
PAYE year end completion of P35	✓		✓	✓	✓
Registration for VAT Flat Scheme if required			✓	✓	✓
Check client's VAT return			✓	✓	✓
Complete Quarterly VAT return	✓			✓	✓
Complete Monthly PAYE return				✓	✓
Advise on Expense Guidelines				✓	✓
Liability and indemnity insurance				✓	✓
Completion of annual return					✓
Complete and file year end accounts	✓				✓
Complete corporation tax return					✓
Complete director's self assessment return					✓
Package Price	£5 per week	£17.50 per week or £60 per month plus VAT*	£22.50 per week or £75 per month plus VAT*	£27.50 per week or £95 per month plus VAT*	£32 per week or £110 per month plus VAT*
Monthly charge applicable to monthly invoicing profile only. All prices are exclusive of VAT.					

Company Formation

If required we offer a complete company formation service with all legal requirements so that you can start trading as a limited company. The set-up fee for this service is just £40.



Umbrella Company Service

Enjoy all the benefits of working as a contractor.

Our popular Umbrella Service was introduced to meet the needs of people that want to enjoy the freedom and financial benefits of working as a contractor without the burden of dealing with endless paperwork.

Over the years we have listened to our contractors and fine-tuned our services accordingly. We believe we now offer the most attractive umbrella company solution available.



If you choose our Umbrella Service you will become an employee of ICS Umbrella Ltd and we will look after every aspect of your contracting affairs.

Dedicated Team

Our dedicated team of experts will process your timesheets and expenses; invoice your client or agency and chase late payments; take care of your PAYE and National Insurance obligations; and transfer payments to you on the same day we receive them.

We offer a personal service, and your Account Manager will be available if you need help or advice. We offer comprehensive Professional Indemnity, Public and Employers Liability Insurance for complete peace of mind. We will also provide financial advice, and references for mortgages if required.

Benefits of choosing our Umbrella Service

- ✓ **Competitive rates at just £22 per week or £65 per month all inclusive**
- ✓ **IR35 and MSC compliant**
- ✓ **Same day payments to you**
- ✓ **Dedicated account manager available between 8am and 6pm every working day**
- ✓ **Same day processing for all timesheets received before midday**
- ✓ **All your administration and invoicing undertaken by our highly experienced team**
- ✓ **Fixed fee structure with no extra charges or penalties**
- ✓ **Freephone number and freepost address**
- ✓ **Comprehensive Professional Indemnity, Public and Employers Liability Insurance**
- ✓ **Mortgages, life assurance and income protection specifically for contractors**

Our Umbrella Service enables you to supply your agency or client without the need to run your own limited company. It is typically the most cost effective way to operate and is ideal if you are new to contracting or undertake short-term contracts.

Sign-up with ICS Umbrella Ltd as your employer and we will help you at every step of your life as a contractor. Contact us today to discuss your individual needs.



Sole Trader Service

Independence without compromise.

Our popular Sole Trader Service was introduced to meet the needs of people that want to enjoy the freedom and financial benefits of working as a sole trader without the burden of dealing with endless paperwork.

Many recruitment agencies are unable to pay sole traders directly, so we step in as your "limited company" and allow your pay to be processed.

If you choose our Sole Trader Service we will interact directly with your client or agency to collect any money that is due to you.

Our dedicated team of experts will invoice your client or agency and chase late payments; transferring the money to your bank account on the same day we receive it.

We offer a personal service, and your Account Manager will be available if you need help or advice. We can help you with a range of additional services from full bookkeeping to completing your personal tax returns and managing your tax liabilities.



Benefits of choosing our Sole Trader Service

- ✓ **Same day payments when we receive payment from your client or agency**
- ✓ **Dedicated account manager available from 8am to 6pm every working day**
- ✓ **All your contract administration and invoicing undertaken by our highly experienced team**
- ✓ **Competitive rates at just £15 per week or £50 per month all inclusive**
- ✓ **Fixed fee structure with no extra charges, set up fees or exit penalties**
- ✓ **Freephone number and freepost address**
- ✓ **Access to a fully qualified in-house accountant**
- ✓ **Clear, honest and jargon free advice whenever you need it**
- ✓ **Additional services from full bookkeeping to submitting your tax returns**

Next Steps

Our registration process is fast, simple and can be completed electronically or by telephone. Please contact us to discuss how we can help you with our Sole Trader Service.



Salary Package

Enhance your return with our tailored service for high earners

As an alternative to our umbrella, sole trader and limited company services you may wish to consider a more personal, tailored solution, which is suitable for experienced and higher earning contractors.

You can join our specialist contractor employment agency as a permanent and retained employee, which gives you the opportunity to benefit from our competitive pay structure and enhance your overall reward package.



As an employee you also fall outside of IR35 legislation.

During the term of your employment you will receive a market leading level of benefits, including a monthly salary, which will be subject to PAYE and National Insurance deductions.

We will quickly guide you through any relevant paperwork and you have the comfort that there are no set up fees, lock in periods or exit penalties.

Your relationship will be managed by a team of finance and accounting experts with decades of experience working in tax and the employment sector. Their collective expertise coupled with our hands-on attention to detail means you receive an outstanding personal service.

Benefits of choosing our Salary Package Service

- ✓ **Enhance your contract earnings**
- ✓ **Tax efficient reward scheme**
- ✓ **Public, Products and Employers liability insurance cover**
- ✓ **Professional indemnity cover**
- ✓ **No introduction or termination fee and no notice period**
- ✓ **No hidden charges or extras**
- ✓ **Direct dial helpline to assist with any questions**
- ✓ **Personal Account Manager**

Next Steps

To apply to join our Salary Package – and to discuss your individual circumstances in confidence – please call us free today on 0800 195 3750. We can provide you with a tailored example of your pay and reward structure.



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