01 / WELCOME TO SBX

A clear start, without the admin maze.

Five steps to get your records, access and first deadlines in the right place.

1. Confirm what we are handling

Complete your engagement and onboarding forms. Check the services, businesses and people covered. Company accounts and your personal tax return are separate jobs.

2. Complete the secure ID checks

Use the link we send for identity checks and answer any follow-up questions about the business and its owners. Tell us if details or ownership have recently changed.

3. Send the references you already have

Check your HMRC and Companies House letters and your previous accountant's records. Send what is available and flag what is missing, rather than guessing a number. If it is already on our form, no need to resend it.

KEEP LOGIN DETAILS PRIVATE

Never send passwords or one-time login codes. Use our secure route for tax references and any HMRC agent-authorisation code we request. Your Companies House personal identity code is not the company authentication code.

Which references might we need?

When we act for you on…	The main references
A limited company	Company number, company authentication code and Corporation Tax UTR.
Your personal tax return	Your own Self Assessment UTR. Each person has their own; a director's UTR is not the company's UTR.
VAT	VAT registration number and effective start date, or details of an application in progress.
Payroll	Employer PAYE reference and Accounts Office reference.
Construction payments	The relevant CIS registration and verification information.

UTR means Unique Taxpayer Reference. New registrations may still be in progress. Not every client needs every reference.

4. Approve our access • 5. Agree the first job and deadline

Follow the authorisation steps we send so we can act for you with HMRC. Invite SBX into your bookkeeping software where agreed. Then confirm the first period we are completing, any catch-up work and anything already overdue.

CHECK THE RULES Authorising an accountant · Company authentication codes

02 / YOUR FIRST MONTH

Good records now. Fewer questions later.

Use this as your first-month checklist, then keep the same routine going.

Send a complete starting point

Changing accountants: give us their contact details and permission to request a handover. Send any accounts, returns and payroll records you already hold.

Banking: list every business bank, card, savings and payment-platform account. Connect feeds where agreed and send statements for the requested period, including any gaps.

Receipts: upload full sales and purchase invoices, receipts and credit notes. With Xero and Hubdoc, use the upload route we agree. A bank feed does not explain what you bought.

Unusual payments: explain loans, money introduced, costs paid personally, refunds and transfers between your own accounts. Do not guess that every bank receipt is a sale.

YOUR RECORDS STAY PRIVATE

This library is for general guides and blank templates. Never upload bank statements, completed trackers, ID documents or tax codes into a shared client-library folder.

Agree these with your account manager

Item	Your note / action
First period to prepare	[enter dates]
Next filing / payment deadline	[enter dates]
Where to upload records	[enter agreed channel]
Records still missing	[enter items and who will send them]
Payroll cutoff and pay date, if relevant	[enter dates]
Who approves and pays tax / wages	[enter name and payment method]

Keep us updated: new staff, overseas sales, a new bank account, property work, large purchases and ownership changes can affect the work we need to do.

FILING IS NOT PAYMENT

We prepare and submit the work covered by your engagement, with approval where needed. You still need to arrange the agreed payments to HMRC, staff and other providers unless we expressly agree otherwise. Check whether a Direct Debit is collecting before paying twice.

Contact our office or your account manager. info@sbxaccountants.com | 020 7046 1730

CHECK THE RULES Company and accounting records · Paying PAYE · Self Assessment deadlines