

# Singularis

Derived from the Latin meaning:  
alone, unique, extraordinary, individual, singular



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## +1: ABOUT TANDEM

Tandem Accounting Group merges comprehensive knowledge of the professional contracting world with over 100 years accounting expertise. The result is a financial solution for your contract opportunity which is user-friendly, compliant, tailored to your individual requirements and dedicated to saving you time.

The Tandem Team enjoy a full 360° view of the contracting process, from the perspective of Contractor, agency and solution provider. This means that we fully appreciate the requirements, complexities, pressures and demands experienced by everyone in the process, resulting in a smooth, efficient and trouble-free process for all concerned.

We take our name from the fact that we work very closely with our clients. Our business model is based on providing you with a dedicated Point of Contact who speaks your language, so there is no need to worry that you will be left behind by a jumble of financial jargon.

Quite simply, Tandem endeavour to simplify rather than complicate things - and this is true of our communications as well as our process. We provide you with a service that is knowledgeable, efficient and simple - and safeguards compliance in your financial and taxation affairs.

We provide the full range of services that you need as a Professional Contractor, including payroll, VAT, tax returns, advice on Revenue allowable expenses to reduce your tax liability, and financial services in relation to other current or historic requirements you may have.

We acknowledge that you are more productive carrying out your own specialist work and we do not expect you to spend your valuable time entering the details of your expenses online. We never ask you to do our work for us - you simply drop document files into our Electronic Shoebox - in pdf, jpeg, or gif format - and we process them for you. It is a solution that ensures maximum benefit with minimum time invested by you.

**With offices in Dublin and Cork, we would be happy to discuss your requirements – strictly without obligation. You can contact us via email at [info@tandemaccounting.ie](mailto:info@tandemaccounting.ie) or by telephone on (01) 60 20 099 or (021) 49 49 599.**

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## +2: SINGULARIS MADE SIMPLE

This package is appropriate to high-earning Professional Contractors who are committed to contracting for a number of years, who may have a number of different clients and who operate within a market in which branding may be a requirement. In this package, your own company is established and various levels of the accounting framework are undertaken by Tandem, depending on the suite of services you choose. Your input is required on a regular basis, in conjunction with Tandem.

Derived from the Latin meaning: alone, unique, extraordinary, individual and singular, it is a fitting way to describe a service which establishes Tandem as your accounting partner for your contracting opportunity - not your recruitment solution or employer. When you opt for our Singularis package, your own company is formed. Tandem simplify this process as much as possible and streamline the procedure of setting up the company in the Company Registration Office (CRO).

To form the company, it is necessary to submit a form A1 along with the Memorandum and Articles of the company, along with the

formation fee; detailing at least one shareholder, two directors and a registered office. Tandem Secretarial Services will provide you with the A1 and Memorandum and Articles which are required to establish your company. Each director needs to provide valid Photo ID, i.e. Passport or Driving Licence and 2 separate address verifications, i.e. bank statement, utility bill. The initial formation process takes approximately 5 working days. Once the company is registered and Tandem are in possession of a certificate of registration, it is possible to progress on to the next stage which involves registering the company for taxation and VAT with the Revenue Commissioners. This process typically takes 10 working days.



While the taxation and VAT registrations are underway, it is possible to open the company bank account. In order to open the company bank account the personal identification documentation is again required along with the certificate of registration. The process typically takes 3 to 4 weeks from the start of the registration, to the situation where you have a registered company and functioning bank account, providing there are no delays in submitting information and documents throughout the process. You do not incur any cost in relation to the establishment of the company, completion of the company audit or lodging of company returns.

Throughout the whole process, we minimise your administration as much as possible. Any information or documentation which requires your involvement is explained clearly and simply. Your Tandem Point of Contact will liaise with you throughout the process and will be on hand to assist with any correspondence relating to your agency contract. When operating through your own company it is necessary for you to ensure you have the correct insurances in place for the work you will be undertaking, prior to commencing your contract. It is likely that these insurances will need to be in place prior to your contracts being issued.

To enable Tandem to carry out as much of the work as possible, it is advisable for you to provide us with access to your bank account in order that we may carry out the necessary payments to revenue on your behalf, thus ensuring that you are aware of the commitment of the funds and how much of your earnings are accessible to you.

If you wish to avail of the full Singularis suite of services, you will need to submit your approved timesheets on a regular basis to allow Tandem raise an invoice on your behalf and submit it to your agency prior to their invoice deadline. This is done by simply dropping a copy of your timesheet in pdf, jpeg or gif format into your Electronic Shoebox for us to process.

During your initial discussion with Tandem, the Revenue allowable expenses which are relevant to you will be identified. To benefit from these, you simply need to drop a copy of your expense receipts into your Electronic Shoebox for us to process for you. Any changes in your circumstances can lead to a change in your expense entitlements in line with the Revenue guidelines, so working closely with Tandem ensures that you achieve the best results.

In this situation, when your cleared funds arrive, we process your payroll, taking your submitted revenue allowable expenses into consideration to reduce your taxation and increase your take home pay. We advise you of the necessary appropriation of the funds and carry out the transactions on your behalf, staying in contact with you at all times in relation to returns, VAT and Corporation Tax.

We will also communicate with you in order to complete your personal tax return, again making the process as simple as possible.

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## +3: EXPENSES EXPLAINED

In line with Revenue guidelines, it is possible to claim expenses which are deemed “wholly, exclusively and necessarily” incurred during the course of business.

While they do not provide an exhaustive list of what is allowed under this heading, the general rule that the expense must be of a business nature applies. Examples of the allowable expenses are as follows:

- + Tandem Accounting Fees;
- + Mobile Phone;
- + Internet Costs, including equipment and installation;
- + Business Equipment, including maintenance and repair;
- + Office Consumables, including stationery, printer cartridges, postage;
- + Books, publications and professional subscriptions, providing they are relevant to your work;
- + Education Courses, providing they are in line with or complementary to your existing qualifications and work requirements;
- + Seminars and Conferences;
- + Public transport, including train and bus;
- + Business mileage – a mileage rate, based on your engine size, is claimable for journeys undertaken for business purposes for which you are not reimbursed. Details and evidence of the journey are required;
- + Business Trips – details of work-related necessity and proof of travel are required;
- + Subsistence – once Revenue criteria are met;
- + Relocation Costs – if you are relocating county to county or country to country to commence a role;
- + Pension Contributions;
- + Permanent Health Insurance (PHI).



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## +4: OUR FEES

The Singularis fee is €150 + VAT at the standard rate, per month. It is necessary for you to set up a direct debit on the 15th of the month in relation to this.

You also have the opportunity to avail of a free consultation with the accounting practice in relation to all other financial matters, whether current or historic, so why not take this opportunity to resolve all of your outstanding financial concerns?

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## +5: ELECTRONIC SHOEBOX

The Revenue require receipts in relation to allowable expenses. In line with our commitment to make life as simple as possible for you and ensure that Tandem utilises as little of your time as possible, you simply deposit the pdf, jpeg or gif files of your receipts into your Tandem Electronic Shoebox and we process them for you. It could not be simpler!

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## +6: STEP BY STEP PROCESS

- + Complete Personal Information Form, including choices of company name and details of directors, and Terms and Conditions. Return to your Tandem Point of Contact via email or to [info@tandemaccounting.ie](mailto:info@tandemaccounting.ie).
  - + Provide copy of Photo ID (Driving Licence or Passport) and two valid address verifications for each director.
  - + Provide current P45 or a form 12A.
  - + Arrange suitable insurance cover.
  - + Receive Director Document (B10) from Tandem and return the signed original to Tandem.
  - + Tandem liaise with you in relation to your contracts and with your Agency should you require.
  - + Tandem clarify Authorised Timesheet and Invoice Schedules in line with your Agency's Requirements.
  - + You drop pdf, jpeg or gif files of your Approved Timesheets into the Electronic Shoebox prior to deadline.
  - + You drop pdf, jpeg or gif files of your Revenue allowable expenses and back up information into the Electronic Shoebox.
  - + Tandem raise Invoice in line with Agency Requirements.
  - + Agency make payment to the company bank account.
  - + Tandem process your funds, calculating your PAYE and PRSI and where we have access to your company bank account, we carry out the necessary transfers on your behalf.
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## +7: IT IS THAT SIMPLE!

Once the initial exchange of documents has established you as a director and you have a contract in place, you have two simple tasks on an ongoing basis:

1. Drop a pdf, jpeg or gif copy of your Approved Timesheets into your Electronic Shoebox.
2. Drop a pdf, jpeg or gif of your Revenue allowable receipts into Electronic Shoebox.

### ANY FURTHER QUERIES?

If there is anything you are still unsure about, you can contact us via email at [info@tandemaccounting.ie](mailto:info@tandemaccounting.ie) or by telephone on (01) 60 20 099 or (021) 49 49 599.