

Servo

Derived from the Latin meaning:
to watch over, keep, protect, observe,
save, reserve



+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, 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 or by telephone on (01) 60 20 099 or (021) 49 49 599.

+2: SERVO MADE SIMPLE

Servo is our most utilised package and is suited to long-term contracts and rates over €30ph. Many individuals who are new to the Professional Contracting market start with this package, as it offers all of the benefits of an S Class executive solution in the most efficient manner possible.

Taking the name from Latin, meaning to watch over, keep, protect, observe, save and reserve, 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 Servo package, we require some personal information (as detailed in our application form), accompanied by a current P45 or a completed form 12A and photo ID (Passport or Driving Licence). Once we have this information Tandem will establish you as a Proprietary Director in a Limited Company.

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 - and any information or

documentation which requires your involvement is explained clearly and simply.

Through the Limited Company, your Tandem point of contact will liaise with you while managing the correspondence relating to your agency contract. Your contract needs to be fully signed prior to the commencement of payments. The Servo solution provides you with Employer's Liability and Public Liability Insurance, and where necessary, Professional Indemnity Insurance can also be arranged.

You 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.

As soon as 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 then transfer the funds to your personal bank account on the same day that we receive them (please note that advance payments are not possible). Your taxation status in relation to your contract will be up to date at all times.

In the background, Tandem also look after the PAYE 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.

+3: OUR FEES

The Servo fee is calculated at 4% of your earnings - to a maximum capped amount of €200 per month. This fee is deducted from your pre-tax earnings, therefore costing you less. Tandem do not impose a minimum fee.

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?

+4: 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).



+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!

+6: STEP BY STEP PROCESS

- + Identify the solution which suits your requirements.
 - + Complete Terms and Conditions and return to your Tandem Point of Contact via email or to info@tandemaccounting.ie.
 - + Provide copy of Photo ID (Driving Licence or Passport).
 - + Provide current P45 or a form 12A.
 - + Receive Proprietary Director Document (B10) and Company Agreement from Tandem.
 - + Return original B10 and Company Agreement to Tandem.
 - + Tandem liaise with your Agency in relation to your contract.
 - + Tandem liaise with you in relation to your contract to ensure that the information is correct.
 - + Tandem ensure signed contract on file prior to payments commencing.
 - + Tandem clarify Authorised Timesheet and Invoice Schedule in line with your Agency's Requirements.
 - + Tandem clarify Expenses Schedule.
 - + 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 prior to deadline.
 - + Tandem raise Invoice in line with Agency Requirements.
 - + Agency make payment to the bank account of the Servo Company in line with their schedule.
 - + Tandem process your funds once they are cleared in the bank, calculating your PAYE and PRSI.
 - + Tandem transfer your funds into your personal bank account on the same day.
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+7: IT IS THAT SIMPLE!

Once the initial exchange of documents has established you as a proprietary director and your contract is 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 or by telephone on (01) 60 20 099 or (021) 49 49 599.