

**Professional European and Worldwide Accounts and Tax Advisors**

**O’Connor and Associates**

**Information Pack and Sign-Up Form**

Your company structure

**Company Setup:** Limited company details are provided to the contractor and your agency including Certificate of Incorporation, VAT Registration Certificate and Bank Account Details for contract preparation.

**Starter Pack**: Forwarded by email - limited company details (company and VAT numbers) and various forms for completion, including B10, application for Irish tax number, if required, and Tax agent authorisation form.

**Contracts**: The contract with will be signed by a representative of O’Connor & Associates once terms and conditions have been agreed with the contractor.

**Payroll**: Invoices raised to your agency on behalf of the contractor and paid by your agency will be processed through the payroll system on the same day and payment sent immediately to the Contractors designated bank account. Deduction of taxes and social insurance will be accounted for and paid to the Revenue Commissioners on a monthly basis.

Your company structure

**Your Agency and payment dates**:

Your salary will be transferred into your company’s bank account by the 15th of each month, from your agency. O’Connor and Associates will then transfer the funds directly into your personal bank account.[[1]](#footnote-1)

Please be advised that transfers can take up to 48 hours to complete.

We highly advise that you setup your direct debits, and other payments to be taken from your bank account, for after the 18th of the month. This will allow for any issues that may arise in relation to your payment.

**Expenses**: We provide you with access to your personalised OAM (Online Account Manager) and access to our website through a web browser or your smart phones browser which is specifically designed to allow you to view all your information and upload expenses whilst ‘On-the-Go’.

All expenses claimed must be incurred by you, ***“Wholly, Exclusively and Necessarily”*** for Business purposes. You may claim the expenses listed below, depending on your specific circumstances. Please note that we may require you to provide receipts in order to prove that these expenses were incurred as you may need to justify these expenses to the Revenue.[[2]](#footnote-2)

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Expenses

**Sample List of Expenses you may be able to claim:**A more extensive list of allowable expenses are included in our Expenses brochure.

* CAE Type rating course and accommodation/subsistence costs
* Line training and accommodation/subsistence costs
* Public transport: including train/taxi/bus fares while training or out of base
* Training (simulator) costs from date of joining company
* Subscriptions to work-related journals, magazines
* Membership of professional organisations
* Interest on the type rating loan
* Business mileage & subsistence – a mileage rate is claimable for journeys undertaken for business purposes (these will be the civil service rates as they apply to your car type) and relevant subsistence rates can be claimed relevant to the city you are working in whilst ‘out of base’.
* Mobile phone bills
* Internet Costs (installation and usage)
* Computer/Laptop or tablet (no more than one every two years)
* Consumables (stationery, printing & postage)
* Books and publications for training purposes
* Equipment: headset, pilot bag, uniform etc.
* Relocation expenses (If you are relocating to another base you may claim the first 3 months’ rent in full and 2 weeks’ subsistence)
* Loss of Licence Insurance (LOL)
* Mandatory Medicals
* Daily subsistence in your Home Base
* Management fee (this is automatically tax deductible via your payslip)

Company compliance

**Company Compliance**:   
Company Accounts will be prepared annually and Corporation Tax Returns will be submitted on a timely basis. All Company Secretarial work will be completed by us and Annual Returns submitted to the CRO within the deadlines allowed.

**Directors Tax Returns**:   
A personal annual tax return will be prepared and submitted to the Irish Revenue Commissioners on your behalf. A fee of €150 is charged for this service.

**Tax Clearance Certificate**:   
Can be provided annually from the Revenue Commissioners for both the contractors and their limited company, upon request.

**Financial Advice**:   
Free, professional, tailored financial advice specific to your needs.

**Fee structure:** A net €125 per month (unless otherwise specified\*). This fee is made automatically tax deductible via your payslip.

\*Pilots who are permanently based in countries where there are considerable administrative costs involved in establishing social insurance compliance are required to pay a slightly higher management fee after taking up their placement. At present, the following fees apply in the below listed countries:[[3]](#footnote-3)

Germany: €185 per month

Spain: €200 per month

Italy: €175 per month

Documents required

**To sign up with O’Connor and Associates please read and complete pages 6-8 of this document and sign the Terms and Conditions on page 9.**

**Please provide us with the following documentation and then email this, along with your completed sign-up form, back to the original sender.**

1. Copy of in-date Passport (we cannot proceed without this).
2. Proof of address.   
   Any **one** of the following documents will suffice, so long as it has your name and address on it:

* Copy of your pilot’s **or** driver’s licence (with your home address on it)
* Recent bank or credit card statement (no more than 3 months old)
* Recent utility bill (e.g. gas, electricity, landline etc.)
* Copy of recent correspondence from your country’s tax or social welfare authority i.e. Revenue, HMRC, Social Services etc.
* Extract from the population register of your country

1. P45 or document of cessation from your last employer. **This is only required if you have been in another employment in Ireland this year, or if you are transferring to us from another accountant.** This document can be obtained, upon request, from your previous employer or accountant.

Personal Information required

**Please fill in the form below by typing into the boxes. Then email this, along with the above requested documents, back to the original sender.**

|  |  |
| --- | --- |
| 1. Full name: |  |
| 1. Address: |  |
| 1. Telephone No: |  |
| 1. Email Address: |  |
| 1. Date of Birth: |  |
| 1. Nationality: |  |
| 1. Marital Status: |  |
| 1. Spouse’s full name: |  |
| 1. Spouse’s Date of Birth: |  |
| 1. Spouse Nationality |  |
| 1. Date of Marriage: |  |
| 1. No. of dependents: |  |
| 1. Rank |  |
| 1. Social Insurance Number/Tax Identification Number of the country (or countries) where you are a national:  E.g. Irish PPS no., UK National Insurance No., Codice Fiscale, Spanish DNI no.   Country: Number:    \* If you have a DNI or Codice Fiscale card, please attach a scanned copy. | |
| 1. Passport Expiry Date: |  |
| 1. Mother’s Birth Surname: |  |

Transfer Pilots ONLY

**For pilots moving to us from another agency/accountant ONLY.   
If this is your first contract please DO NOT fill in this page.**

**If you are moving to us from another agency or accountant, or have been on a direct contract up to now, please provide the following information:**

|  |  |
| --- | --- |
| 1. Crew code: |  |
| 1. Permanent Base: |  |
| 1. Agency (Brookfield or McGinley) |  |
| 1. Country where you are currently paying your social insurance: |  |
| 1. Existing Accountant (if switching from another accountant): |  |
| 1. Do you have a current A1 Certificate?   (if yes, please attach a copy) |  |

**Please ensure that you request a P45 from your existing accountant if you are switching providers.**

Banking Information required

**Please ensure accuracy when filling out this section, as incorrect digits can result in payments being delayed or misdirected.**

|  |  |
| --- | --- |
| 1. Name of Bank account holder: |  |
| 1. Name of bank: |  |
| 1. Bank Address: |  |
| 1. IBAN no: |  |
| 1. Swift/BIC code: |  |

**Queries about any of the above information or requirements can be addressed to the sender, or to** [**info@oconnorandassociates.ie**](mailto:info@oconnorandassociates.ie)**.**

***There are no set up fees and no initial registration charges to join O’Connor and Associates. However, if you decide to discontinue using our services within the initial 6 month period, there will be a standard charge of €500 payable to O’Connor and Associates. This is due to the high costs to ourselves for the registration and setup process.***

Terms and Conditions

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| The following are the **Terms and conditions** of the agreement and application to become a client of O’Connor & Associates whose office is situated at: Unit K23, Drinan Enterprise Centre, Swords Enterprise Park, Feltrim Road, Swords, Co Dublin, Ireland and   *(PRINT YOUR NAME ON THE LINE BELOW)* |
| *Here in after referred to as the Client.*  The Terms and Conditions represent an agreement between the O’Connor & Associates and the Client whereby O’Connor & Associates agrees to supply the services described in the above document and is subject to the same terms and conditions, subject to any changes specified.  The Client is engaged by O’Connor & Associates in the capacity of Director.  The Client will provide upload through the OAM (Online Account Manager) expenses “Wholly, exclusively and necessarily” incurred by the Client in the course of carrying out their work. These returns and receipts will enable these expenses to be claimed as allowable expenses for Corporation Tax purposes.  O’Connor & Associates will undertake all the company secretaries’ and directors’ responsibilities and ensure all Revenue and legislative requirements are complied with including submission of Revenue returns, Accounts and Company Office returns. However, the responsibility of ensuring these returns are submitted all rest, in accordance with Company Law, with you the Client*.*  The Client will not have any recourse to a grievance procedure with O’Connor & Associates. The Client shall not at any time during or after the period of service with O’Connor & Associates divulge or use any confidential information concerning the business or interest of the Client. All documentation and other property belonging to O’Connor & Associates must be returned upon completion or termination of the contract to the O’Connor & Associates.  Under no circumstances will O’Connor & Associates be liable for loss of profits, whether direct or indirect, or any indirect or consequential damage whatsoever.  O’Connor & Associates’ fee for this service to you as a Contractor is a net €125 per month (unless otherwise specified – see page 5). This will be deducted from your gross income on a monthly basis once you start to earn over €1000 euro. Where there is no income in one particular month no fee will be charged. O’Connor and Associates reserves the right to adjust its payment terms. All clients will receive 30 days written notice of any fee adjustment.  Signed (*Typed signature will suffice):*  At place:  Date: |

1. Your salary can only be transferred to your personal account once the funds have arrived from your agency. [↑](#footnote-ref-1)
2. An ‘expense’ in legal terms, is something that you need to spend money on but there is nothing to show for it as it is consumed or used up within the year. This means that it would be classed as an asset and would be depreciated over the years in the accounts – at the moment this is currently 12.5% of the value per year over 8 years. [↑](#footnote-ref-2)
3. Your account manager will be able to provide you with details of the fee structure in the country of your base. We reserve the right to revise our fee structure a necessary in accordance with costs and conditions. You will be informed of any changes in advance of their implementation. [↑](#footnote-ref-3)