

# Switching to CCA

## Is it difficult to switch from my existing accountant to CCA?

No. While it can sometimes take a while, we have not had any problems obtaining the required accounts information from other accounting companies. We will constantly communicate with you during this process to keep you informed as to how we are going. Very occasionally we do find gaps in your information and we may require your assistance to help sort these issues out. Please note, there is no need for you to stop trading at any stage of this process.

## What does it cost to switch over to CCA?

It costs nothing to transfer over to our service provided both your accounts are up to date, and your company year does not end within 3 months of switching to our services.

Please note: very occasionally we do get folks signing up for our service with accounts that are in an absolute state of disrepair – in cases like this we do need to assess whether or not they will incur a charge.

## How long does it take?

Within 24hrs we dispatch your starter pack, and will have you setup with your own CCA online book keeping account. After that time frames vary depending on the previous trading history of the company, availability of company bank statements, getting the information we need from your existing accountant, and the quality of the information supplied. Typically it takes 1-3 months – and during this time we will monitor all your company filing deadlines to ensure nothing gets missed. If your old accountant doesn't play ball, it could take longer, but we track this and keep on their back.

## Other fees involved with switching to us

It costs nothing to transfer over to our service provided your company is set-up correctly, and your accounts are up to date. However, if you switch over to us within three months of your company year-end we will charge an additional fee depending on the work involved. We will of course quote you a very competitive rate for this because we are keen for your business. And we will notify you before any work commences.

## So what do I do to sign up?

Easy. Just go online, sign up, and we will take things from there. You will be asked during the signup process to provide your existing company details.