

LETTERHEAD

(The information must be provided on the headed paper of a Qualified Accountant, or a Registered Auditor)

To: [Name of Local Authority to which application is made]

Dear Sirs

RE: NAME AND ADDRESS OF CLIENT

I confirm that as of this date *[insert date]*:

1.	The trading name of my client's business is:	
2.	I act as accountant/tax adviser for the above client and have done so continuously since <i>(insert date)</i> :	
3.	The Companies House Number is <i>(where applicable)</i> :	
4.	The Unique Tax Reference Number is <i>(where applicable)</i> :	
5.	The business was established on <i>(insert date)</i> :	
6.	The business commenced trade on <i>(insert date)</i> :	
7.	HMRC PAYE Reference Number <i>(if applicable)</i> :	
8.	The business has employees on the payroll <i>(insert number)</i> :	
9.	To the best of my knowledge the business is solvent, is trading and is a going concern.	YES/ NO
10.	To the best of my knowledge the client is able to fulfil his/her obligations under the Terms and Conditions of the Liverpool City Region Local Business Support Grant February 2021.	YES/ NO
11.	Comparing information contained in the business plan / previous year's accounts / current management accounts I confirm that xx% <i>(please state specific percentage)</i> of sales/revenue has been lost, and this is directly attributable to impact of Covid-19 during the pandemic.	YES/ NO
12.	The business is free from the following restrictions: dissolved or about to be dissolved; insolvent or has insolvency action instigated against it (including any petition or where a striking off notice has been made); dormant i.e. not trading but not insolvent.	YES/ NO
13.	The business is trading and has not closed without being required to do so as part of Government and local restrictions.	YES/ NO

I confirm the above answers to questions 1-13 are, to the best of my knowledge and belief, correct.	YES/ NO
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I also confirm that, having assessed the accounts of the above named business, I have taken into account all grants received by the business, including (but not limited to) the Coronavirus Job Retention Scheme (furlough); the Self-Employed Income Support Scheme (SEISS), and have taken into account how these have offset any losses the business has made to date.	YES/ NO
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NOTE: The Government has issued guidance on managing the risks of fraud and will not accept deliberate manipulation and fraud. Any business attempting to falsify their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.

Signed By:

Print Name and Job Title:

Qualifications of the Accountant:

Regulatory Body:

For example:

Chartered Institute of Management Accountants; Association of Chartered Certified Accountants, Association of Accounting Technicians (AAT); Chartered Institute of Taxation (CIOT); Institute of Chartered Accountants in England & Wales, etc.

On Behalf of: (Name of Firm of Accountants)