

## Instructions:

### To the Client:

The attached form is intended to be addressed **BY** your accountant **TO** the Local Enterprise Office South Dublin.

This form contains all the confirmations required by our drawdown procedures in every circumstance. Consequently, not all of them may apply to your case.

If you have any doubt regarding which parts of the form relate to your case, please contact the Local Enterprise Office South Dublin on 01 4149215 or [info@leo.sdublincoco.ie](mailto:info@leo.sdublincoco.ie)

Please present this form to your accountant and ask him to perform the necessary checks and verification of your information.

When the form has been completed, stamped and signed by your accountant, please send it with your drawdown form and other relevant backup material to us at Local Enterprise Office South Dublin for processing. Relevant backup information may include:

- Quotations for purchases of goods and services.
- Original invoices marked “paid” (showing net-of-VAT amount)
- Bank / credit card statements supporting expenditure where relevant
- Tax deduction cards for supported employees (extracts from payroll systems may also assist)
- P35 forms
- Dept of Social & Family Affairs documentation relating to employment support
- Tax clearance certificates, unless LEO South Dublin funding will total less than €10,000.
- Lease documents relating to supported accommodation costs
- CRO and Revenue Commissioners’ documents confirming registration.

To save your accountant’s time, please fill in as much of the form as you can before handing it to him/her and provide all of the backup paperwork that verifies the information.

### To the Accountant:

The attached form is intended to be photocopied onto your letterhead. However, this is optional and your company stamp can be used instead.

Please verify the information on the attached form and additional backup materials provided to you by our client, so that you are in a position to confirm the relevant statements on the form.

Not all of the statements are relevant to every case so some sections of the form will not be completed.

**N.B: Please tick *and initial* every statement that you are officially confirming and provide your name, the name of your accounting practice, your signature and the date at the end of the form. Please also stamp the form with your firm’s official stamp – particularly if you have not used your letterhead.**

Please return the form to the client, who will send it to us (with the backup documents) for processing

I refer to:

Client name:	
Business Name:	
Business Address	

PPS/RSI number of the business owner is:
CRO number of the client company is:

On the basis of the information presented to me, I confirm that:

**First Drawdown Claim** (for businesses making their first claim to the Local Enterprise Office South Dublin):

1 ☐ The above named sole trader/ Partnership / Limited Liability Company / Cooperative commenced trading on *(Please enter date)*:

2 ☐ The above named business is registered with the Revenue Commissioners for tax purposes in connection with the operation of the business.

3 ☐ This accountancy/audit practice will undertake the completion of annual returns on behalf of the above business in due course

4 ☐ Arrangements are in place by the above business to make all statutory deductions in respect of PRSI and PAYE due by and on behalf of all employees.

**5**    ☐ The following invoices in respect of expenditure to be partially financed by the Local Enterprise Office South Dublin have been paid and the originals are attached (*they will be returned by LEO to the client if required*).:      Use an additional sheet if more space is required

Amount	Paid to:	In respect of (s/n were available)

6 ☐ The following employees (owner/promoter included) is/are engaged by the business and are being paid wages/salaries as listed below: Use an additional sheet if more space is required

Name	Position/title	Gross Wage/Salary per ANNUM

7 ☐ The above business has leased premises to accommodate its operations and has entered a lease as follows:

Address of leased premises	Beginning and end dates of lease	Rent per ANNUM

8 ☐ The business owner has incurred the following cost in respect of his/her own labour on conducting research concerned with a feasibility study (*max €400 per week*).

Use an additional sheet if more space is required

Cost Category	Total Amount of cost incurred
Own Labour/time	
Telephone costs	
Travel & Subsistence	

## Second and Subsequent drawdown claims:

Second and subsequent drawdown claims should complete Sections 1 – 8 above as appropriate *as well as* Section 9 & 10 below:

9 ☐ The above named business has traded continuously throughout the six month period ending on today's date.

10 ☐ All PAYE and PRSI deductions have been made in respect of the grant aided salaries of the employees listed above.

Name of accountancy practice:

Name of accountant:

*Stamp of Accountancy firm here*

Signature:

Date: