



The Business Education & Support Team are a dedicated team trained to provide help and advice to employers and the self-employed.

HMRC has arranged a series of free workshops, delivered in key geographical locations designed especially to help you.

If you would like to book a place please visit www.hmrc.gov.uk/bst/ to book online or telephone 0845 603 2691.

Alternatively you can return the attached booking form, or fax 01642 755214

Workshops – Employer Series

● Becoming an Employer – what you need to know

Taking on new employees? We cover the basics of Pay as You Earn (PAYE) and when to pay what is due.

● Becoming a Director

We will give you an overview of a director's tax, National Insurance and VAT responsibilities to HMRC.

● Statutory Sick Pay (SSP)

You will learn how to calculate and pay SSP to eligible employees.

● Statutory Pay & Leave for Maternity, Paternity & Adoption

You will learn how to calculate and pay SMP, SPP and SAP to eligible employees

● PAYE Completing your Employer Annual Return (P35)

(Runs March to May each year)
How to complete your Employers Annual Returns – the forms you need to send to HMRC and the dates they are due.

● PAYE - Expenses and Benefits – the basics

We will cover the most common types of expenses and benefits and explain what tax and National Insurance will be due.

● PAYE – Completing your end of year Expenses & Benefits (P11D)

(Runs March to June each year)
We will explain how to complete your Employers Annual Returns of Expenses and Benefits – which forms you need to complete and the dates they are due.

Business Advice Open Days

present a unique opportunity for you to obtain all the quality information you need, direct from the experts. For further information about an event in your area, please visit www.businesslink.gov.uk/advisedays

Workshops – Business Series

● Newly Self-employed – the basics

Getting started – learn how to register with HMRC, the basics of record keeping, the date your Tax Return and payments are due.

● Business Expenses and Capital Allowances for the Self-employed

Now you are in business – the next steps. Understand how business expenses and Capital Allowances affect your profit.

● Self Assessment Online for the Self-employed

Being self employed means you will need to complete a Self Assessment Tax Return at the end of the tax year. We'll show you how to complete it, tell you of important dates and ways to pay your tax.

● How VAT Works

We will explain what VAT is, how it works and how to claim back VAT.

● VAT Trading with Other Countries

An introduction to the VAT regulations for businesses trading with other countries and the help available. Covers supplies of goods and services to and from the EU and the rest of the world and trading via the internet.

● Introduction to International Trade

A basic presentation about Importing and Exporting goods. Aimed at businesses that trade or are about to trade with countries outside the EU. We will explain your tax obligations and highlight the various regimes.

DETECTIVE

If you require general advice or other help on Tax or National Insurance please contact the following helpline numbers

New Employers	0845 60 70 143	Self Employed	08459 15 45 15
More Experienced Employers	08457 143 143	VAT Helpline	0845 010 9000

Call 0845 603 2691

Reply Slip

Reference:

To	HM Revenue & Customs Business Education & Support Team, 100 Russell Street, Middlesbrough, Cleveland, TS1 2AD.		
	Title	Forename	Surname
From	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Business Name and Address		
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	<input type="text"/>		Postcode
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	Telephone Number		Mobile Number
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I am interested in attending the following workshops:

- Becoming an Employer – what you need to know
- Becoming a Director
- Statutory Sick Pay (SSP)
- Statutory Pay & Leave for Maternity, Paternity & Adoption
- PAYE completing your employer annual return (P35)
- PAYE Expenses & Benefits - the basics
- PAYE completing your end of year Expenses & Benefits (P11D)
- Newly Self-employed – the basics
- Business Expenses and Capital Allowances for the Self-employed
- Self Assessment Online – for the self-employed
- How VAT Works
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- Introduction to International Trade