



**HM Revenue
& Customs**

Welcome to your February 2012 Key messages

The Business in you

The 'Business in you' is a partnership between private enterprise and the Government to highlight support for start-ups and growing businesses and encourage entrepreneurial spirit in 2012. The campaign uses real-life examples and case studies to shine a light on companies which despite the challenging economic climate, have managed to successfully get off the ground or flourish. Learn more about this campaign at: [There's a business in everyone](#) | [News](#) | [BIS](#)

Taking on a new member of staff?

We have launched three new tools to help make the process easier for taking on new staff.. They deal separately with:

- recruiting staff
- making pre-employment checks and contracts of employment
- getting new workers started

Take a look at the new tools at: [Use our new and improved interactive tools](#) | [Business Link](#)

2012-13 PAYE coding notices for individuals

We have already started to issue new PAYE tax codes for the tax year 2012-13; this will continue through February and March. When you receive details of your code, you will need to check it and keep it safe. Your employer will use the code to work out your pay from April 2012 so check that you have the correct code showing on your payslip from April 2012. If you are receiving a pension, your provider will also use it to work out the tax you will pay on it from April 2012. <http://www.hmrc.gov.uk/guidance/p2flyer.pdf>

Support available to help you move from paper to online VAT returns

Moving from paper VAT Returns to submitting online returns is straightforward, but there is plenty of help available if you need it. Read about what help is available and how to get it in this summary:

<http://www.hmrc.gov.uk/vat/online-return-help.pdf>

Getting a State Pension Forecast

There have been some recent changes to the State Pension forecasting services. The updates reflect important changes in the State Pension rules that are now law. How you get an estimate of your State Pension will depend on whether you are:

- a woman born before 6 April 1953 or a man born before 6 April 1951
- a woman born on or after 6 April 1953 or a man born on or after 6 April 1951

Find out more by visiting: [Getting a State Pension forecast : Directgov - Pensions and retirement planning](#)