



● The Revenue & Customs Advice Team is a dedicated team trained to provide help and advice to the newly self-employed and employers.

● We have arranged a series of workshops, which are free of charge. These are held locally and are designed especially to help you.

● If you are interested, please telephone 0845 603 2691 or visit [www.hmrc.gov.uk/bst](http://www.hmrc.gov.uk/bst) and follow the instructions, ensuring that you complete all the relevant fields to book a place. Please Quote ref. no. BST/100/

● Alternatively write to:  
HM Revenue & Customs Advice Team,  
George Stephenson House,  
St Marks Court,  
Thornaby  
TS17 6QP

● Or fax to:  
01642 795307

## Workshops – Employer Series

### ● Paying Your Employees

You will learn how to work out your employees' tax and National Insurance using the CD ROM, what records you need to keep and where to go for further help. This workshop also includes Online Filing.

### ● Online Filing Presentation

Understand the new rules and how to apply them. How to register for PAYE Online and get help with electronic payment. Find out if you qualify to get up to £100 tax-free.

### ● Calculating National Insurance Contributions for Directors

We will tell you about the special rules for calculating National Insurance for Directors. We will also cover higher rates of tax and 'K' codes if required.

### ● Paying Expenses & Giving Benefits to Your Employees

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

### ● 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.

### ● Using the Employers CD-ROM)

The CD-ROM gives employers detailed help and contains most of the forms and guidance needed for day to day payroll and is designed to help you save time.

● Introduction to VAT

### ● Employers Annual Returns of Expenses & Benefits - P11D & P9D Completion (Runs February to June each year)

We will explain how to complete your End of Year Returns of Expenses and Benefits – which forms you need to complete and the dates they are due.

### ● Employers Annual Returns (Runs January to April each year)

We will explain how to complete your End of Year Returns, the forms you need to send to HMRC and the dates they are due.

### ● The Construction Industry Scheme

We will tell you how the scheme works from April 2007 and how it affects you. This includes pay procedures and how to make returns (including online services).

## Workshops – Business Series

### ● Becoming Self-Employed

Suitable for those who are about to be or who are newly self-employed. We will explain how to register to pay your tax and National Insurance and what records you need to keep.

### ● Self Assessment for the Self-Employed

Aimed at sole traders and partnerships. We will show you how to complete the Self-Employed/Partnership pages of the Self-Assessment Tax Return.

### ● Setting up a Limited Company

We will explain how to form a private limited company and the obligations that go with it.

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

New Employers  
More Experienced Employers

0845 60 70 143  
08457 143 143

Self Employed  
VAT Helpline

08459 15 45 15  
0845 010 9000