

## All the events are Free of Charge

### Becoming Self Employed covers:

Registration and NIC for the self employed, Record Keeping, Paying your Tax and NIC.

### Self Assessment (SA) for the Self Employed covers:

How to complete the self employed pages of your self assessment return. What you can and cannot claim and when to submit it.

### Setting up a Limited Company covers:

How to form a private limited company and the obligations that go with it.

### Paying Your Employees covers:

Calculate your employees Tax and NIC using the Employers CD-ROM

### Calculating National Insurance Contributions for Directors covers:

Calculating Directors NIC – specific rules. A knowledge of PAYE / NIC is essential for this workshop.

### Paying Expenses and Giving Benefits to Employees covers:

Tax and NIC rules relating to the most common types of expenses and benefits.

### Statutory Sick Pay (SSP) covers:

Paying SSP to eligible employees and operating the SSP scheme.

### Statutory Payments for Maternity, Paternity & Adoption covers:

Paying SMP/SPP/SAP to eligible employees and operating the schemes.

### Construction Industry Scheme (CIS) covers:

Registration, employment status, verification of sub contractors and completion of contractor monthly returns.

### Completing Employers End of Year Returns P35

**(February to May only)** covers:

How to complete and submit the P35 and P14 Returns online.

### Completing End of Year Returns for Expenses and Benefits P11D

**(Apr to June only)** covers:

Employers - how to complete the P11D/P9D Returns.

### VAT Awareness for those not yet VAT registered covers:

What is VAT, the different rates and how does it work. How and when to register for VAT. Reclaiming expenses made prior to your VAT registration.

### An Introduction to VAT for Newly Registered Businesses covers:

Keeping records and completing the VAT return. Schemes for small businesses. What expenses you can and cannot reclaim on your VAT return.

### An Introduction to International Trade covers:

Basic Import / Export terminology. An outline of Customs procedures and possible ways of reducing costs.

### **Please Note**

**a) These events may be subject to cancellation.**

**b) Some of our facilities are not on the ground floor, please indicate if this would cause you difficulty**

## Business Advice Open Days

4<sup>th</sup> February 2010

Trinity Conference Centre,  
Felixstowe Road, Ipswich, Suffolk IP3 8UH

## Free Business Advice

For full information and to book your place one of these FREE events go to

[www.businessadviseday.gov.uk/](http://www.businessadviseday.gov.uk/)

## Other Services

The Revenue and Customs Advice Team can also provide bespoke in-house workshops/ presentations for your business. If you have a team that you feel may benefit from this please email your request to [Julia.Sewell@hmrc.gsi.gov.uk](mailto:Julia.Sewell@hmrc.gsi.gov.uk)

### Useful Helplines:

<b>New Employers</b>	<b>0845 60 70 143</b>
<b>Experienced Employers</b>	<b>08457 143 143</b>
<b>Self Employed</b>	<b>08459 15 45 15</b>
<b>VAT</b>	<b>0845 010 9000</b>
<b>Online Services Helpdesk</b>	<b>0845 60 55 999</b>



V15/09-10

## H M Revenue & Customs Advice Team West Anglia

## Free Business Advice Events Programme

**Cambridgeshire, Hertfordshire, Bedfordshire & West Essex**

## For more details or to book contact Central Booking Line

 **0845 603 2691**

If the dates overleaf are unsuitable, or there are no dates in your preferred location, then please also call the number above to discuss options.

For some of these events it is also possible to book online at

[www.hmrc.gov.uk/bst/work.htm](http://www.hmrc.gov.uk/bst/work.htm)

website: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

### Becoming Self Employed

Wed	18th	Nov	Bedford
Wed	2nd	Dec	Bedford
Thurs	14th	Jan	Bedford
Fri	5th	Feb	Bedford
Thurs	25th	March	Bedford
Tues	27th	Oct	Bishops Stortford
Mon	7th	Dec	Bishops Stortford
Tues	2nd	Feb	Bishops Stortford
Wed	10th	March	Bishops Stortford
Thurs	26th	Nov*	Cambridge PDC
Tues	23rd	Feb	Cambridge PDC
Wed	25th	Nov	Harlow
Wed	13th	Jan	Harlow
Fri	26th	Feb	Harlow
Fri	26th	March	Harlow
Tues	3rd	Nov	Hemel Hempstead
Tues	1st	Dec	Hemel Hempstead
Tues	5th	Jan	Hemel Hempstead
Fri	29th	Jan	Hemel Hempstead
Wed	24th	Feb	Hemel Hempstead
Wed	17th	March	Hemel Hempstead
Thurs	5th	Nov	Huntingdon Reg College
Mon	11th	Jan	Huntingdon Reg College
Mon	8th	March	Huntingdon Reg College
Wed	2nd	Dec	Luton
Thurs	21st	Jan	Luton
Tues	3rd	Nov*	Peterborough Orton Hall
Thurs	18th	March*	Peterborough Orton Hall
Thurs	3rd	Dec	Peterborough
Mon	19th	Oct	St Albans
Tues	24th	Nov	St Albans
Fri	11th	Dec	St Albans
Thurs	7th	Jan	St Albans
Mon	1st	Feb	St Albans
Mon	1st	March	St Albans
Mon	2nd	Nov	Stevenage
Fri	27th	Nov	Stevenage
Mon	14th	Dec	Stevenage
Thurs	18th	Feb	Stevenage
Wed	10th	March	Stevenage
Tues	17th	Nov	Watford
Mon	7th	Dec	Watford
Tues	19th	Jan	Watford
Thurs	11th	March	Watford

### Intro to VAT for Newly VAT Registered Businesses

Thurs	12th	Nov	Bedford
Thurs	26th	Nov*	Cambridge PDC
Tues	23rd	Feb	Cambridge PDC
Wed	2nd	Dec	Harlow
Mon	7th	Dec*	Hemel Hempstead
Wed	9th	Dec*	Luton Hilton Garden Inn
Tues	3rd	Nov*	Peterborough Orton Hall
Thurs	18th	March*	Peterborough Orton Hall
Thurs	14th	Jan*	Stevenage Novotel

### An Introduction to International Trade

Wed	11th	Nov	Cambridge
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### Self Assessment for the Self Employed

Mon	7th	Dec*	Hemel Hempstead
Wed	21st	Oct	Bedford
Thurs	5th	Nov	Bedford
Tues	15th	Dec	Bedford
Thurs	28th	Jan	Bedford
Thurs	18th	Feb	Bedford
Mon	19th	Oct	Bishops Stortford
Tues	19th	Jan	Bishops Stortford
Mon	11th	Jan	Cambridge PDC
Thurs	22nd	Oct	Harlow
Mon	26th	Oct	Harlow
Fri	22nd	Jan	Harlow
Wed	28th	Oct	Hemel Hempstead
Mon	14th	Dec	Hemel Hempstead
Fri	15th	Jan	Hemel Hempstead
Wed	17th	Feb	Hemel Hempstead
Wed	9th	Dec	Huntingdon Reg College
Mon	18th	Jan	Huntingdon Reg College
Wed	21st	Oct	Luton
Mon	25th	Jan	Luton
Wed	9th	Dec*	Luton Hilton Garden Inn
Wed	21st	Oct	Peterborough
Tues	27th	Oct	Peterborough
Fri	11th	Dec	Peterborough
Thurs	21st	Jan	Peterborough
Fri	23rd	Oct	St Albans
Thurs	12th	Nov	St Albans
Mon	11th	Jan	St Albans
Fri	26th	Feb	St Albans
Mon	19th	Oct	Stevenage
Wed	25th	Nov	Stevenage
Thurs	14th	Jan*	Stevenage Novotel
Fri	30th	Oct	Watford
Wed	2nd	Dec	Watford
Fri	8th	Jan	Watford
Thurs	18th	March	Watford
Fri	23rd	Oct	Wisbech The Boathouse

 **0845 603 2691**

**Phone for national locations and future dates**

\*Occasionally there are two events running at the same location on the same day, these are timed so that can attend both if you wish. Please let the booking team know when you call that you wish to attend both.

### Construction Industry Scheme

Fri	22nd	Jan	Bedford
Thurs	10th	Dec	Harlow
Mon	9th	Nov	Hemel Hempstead
Tues	2nd	March	Hemel Hempstead
Mon	1st	Feb	Huntingdon Reg College

### Setting up a Limited Company

Thurs	11th	Feb	Bishops Stortford
Tues	24th	Nov	Cambridge
Tues	15th	Dec	Hemel Hempstead
Wed	13th	Jan	Huntingdon Reg College
Fri	26th	March	Luton

### Paying Your Employees

Thurs	10th	Dec	Bedford
Wed	28th	Oct	Cambridge
Mon	1st	Feb	Harlow
Mon	18th	Jan	Hemel Hempstead
Mon	25th	Jan	Huntingdon Reg College
Thurs	22nd	Oct	Luton
Thurs	25th	Feb	Luton
Fri	19th	March	Stevenage
Mon	23rd	Nov	Watford

### Calculating National Insurance for Directors

Tues	20th	Oct	Cambridge
Mon	15th	Feb	Huntingdon Reg College
Tues	23rd	March	Hemel Hempstead
Tues	17th	Nov	Stevenage

### Paying Expenses & Benefits to Employees

Thurs	29th	Oct	Bedford
Tues	1st	Dec	Cambridge
Tues	2nd	Feb	Hemel Hempstead
Fri	12th	March	Luton
Fri	13th	Nov	Peterborough

### Statutory Sick Pay

Mon	26th	Oct	Hemel Hempstead
Fri	12th	Feb	Hemel Hempstead
Mon	15th	March	Huntingdon Reg College
Wed	9th	Dec	Stevenage

### Statutory Payments

Fri	5th	March	Bedford
Thurs	28th	Jan	Harlow
Mon	16th	Nov	Hemel Hempstead
Wed	4th	Nov	Peterborough