



## Workshops for the Self Employed

The HMRC Business Education & Support Team (BEST) operates a programme of **FREE** workshops to provide help and advice to the self-employed. The presentations are designed specifically to help with Becoming Self Employed so are mostly aimed at new business or people thinking about going self-employed.

### What do the workshops contain?

Each presentation lasts for approximately 2½ hours.

We have a number of workshops in your area, held on the following dates and in the following venues. (Please see brief descriptions of the workshops on the left-hand side)

#### Newly Self-Employed

Presentation designed to help the newly self employed meet their obligations to HMRC when starting in business.

**Business Expenses & Capital Allowances for the Self-employed** – we will use videos and case studies to show how to work out your allowable business expenses and the tax allowances you can claim.

**How VAT works.** Explains the basics about VAT using videos and exercises to help you understand how VAT works and get you started.

	Boston	Grantham	Lincoln
Newly Self Employed – The Basics			04/04/12 02/05/12 22/05/12 19/06/12
Business Expenses & Capital Allowances For The Self-employed			26/04/12 15/05/12 19/06/12
How VAT Works			15/05/12

#### Please Note:

- It is advisable to attend the Newly Self Employed workshop *before* the Business Expenses & Capital Allowances workshop if you are new to self employment.
- **All workshops are subject to availability at the time of booking.**

### Interested in attending?

If you are interested in attending one or more of our workshops, please:-

**Call 0845 603 2691** to book a place

**Go Online** - You can also request places at [www.hmrc.gov.uk/bst](http://www.hmrc.gov.uk/bst)

If these locations are not convenient please contact us and we will advise you of other locations available. Further help for the self employed can be found at [www.businesslink.gov.uk/taxhelp](http://www.businesslink.gov.uk/taxhelp)

**Call 0845 603 2691** **Web** [www.hmrc.gov.uk/bst](http://www.hmrc.gov.uk/bst)



## Employers' Workshops

HM Revenue and Customs' Business Education & Support Team (BEST for short) deliver workshops which help employers with all the basic information required to get tax and national insurance matters right.

### What do the workshops contain?

**Becoming an employer** – gives an overview of the main payroll responsibilities and obligations of an employer.

**PAYE Expenses & Benefits – The Basics** tells you what you need to know about various types of expenses and benefits and PAYE settlement agreements.

**Becoming a Director**  
A brief guide to Tax, National Insurance & VAT for directors.

The workshops are **FREE** of charge and take place in an informal, friendly environment, led by experienced staff who will answer questions you may have.

We have a number of workshops in your area, held on the following dates and in the following venues. (Please see brief descriptions for the workshops on the left.)

	Boston	Grantham	Lincoln
<b>Becoming An Employer – What You Need To Know</b>			<b>02/05/12</b>
<b>Becoming A Director – A Basic Guide To Tax &amp; NIC</b>			
<b>Paying Expenses And Giving Benefits to Employees</b>			<b>22/05/12</b>

### Please Note:

- Knowledge of PAYE is desirable for the more specialist workshops (e.g. SSP). As a result, you may wish to attend "Becoming an Employer" before attending other workshops.
- **All workshops are subject to availability at the time of booking.**
- Duration: Approximately 2½ to 3 hours.

### Interested in attending?

If you are interested in attending one or more of our workshops, please-:

**Call 0845 603 2691 to book a place**

**Go Online** - You can also request places at [www.hmrc.gov.uk/bst](http://www.hmrc.gov.uk/bst)

If these locations are not convenient please contact us and we will advise you of other locations available.  
Further help for employers can be found on our website [www.hmrc.gov.uk/employers](http://www.hmrc.gov.uk/employers)

**Call** 0845 603 2691 **Web** [www.hmrc.gov.uk/bst](http://www.hmrc.gov.uk/bst)