

Can you afford to miss it?

Here's what other visitors had to say about their experience.....

'For a new business, I found the day very informative. Everyone was very approachable and supportive.'

MB, Leicester

'I have been to HMRC events before. As they are usually excellent I recommended this event to our network of over 200 small businesses'

SH, Birmingham

An excellent day overall – It exceeded my expectations!

AN, St Albans

Very, very helpful. Been feeling overwhelmed and confused prior to the event: everyone could either answer my queries personally or passed me on to someone else who could, on the spot. Got my queries answered in a two hour period today that I've been trying to get sorted for over 6 months. Absolutely brilliant Thank you so much!

Jay, Leicester

**FREE SEMINARS
FREE EXHIBITION
FREE ENTRY**

Working together to help business.....



Book now by ringing 0845 603 2691

or alternatively complete this form and return by fax on 01642 755214

Or by post to

Business Education and Support Team, HMRC,
100 Russell Street, Middlesbrough, TS1 2AD

Booking Form

LEICESTER

Contact Name _____

Nature of business _____

No. of employees _____

Address _____

Postcode _____

How long have you been trading _____ Yrs _____ Months

If you are unable to book online, experience difficulties when doing so, or have access, communication or personal needs, then please contact us on 0845 603 2691.

 HM Revenue & Customs

Free
HMRC Employer and
Business Advice

The City Rooms, Hotel Street
Leicester LE1 5AW



MONDAY 28TH NOVEMBER 2011
EVENT TIMES: 09.15 – 15.30

We're bringing the experts to you.....

When you're running a business, starting out as an employer, or even just thinking about it, there are so many things to consider. We appreciate that you want to 'get it right' but it's not always easy to find out what you should be doing and when.

That's why, on behalf of HMRC, I am pleased to be able to invite you to this event, which offers advice and support for small to medium businesses and employers.

With no commercial exhibitors, there will be no pressure to buy - just an exhibition and seminar programme presented by experts from government departments and agencies. Their aim is to give you the information, help and support that you will find invaluable to start, survive or grow in business today and run your payroll.

So far, we have helped thousands of visitors at our events and many have told us what a valuable investment of their time they have proved to be. "For a new business, I found the day very informative" and "Absolutely brilliant; thank you so much", are just a couple of the comments we have received recently.

I would be delighted if you could join us.

Yours sincerely

Laurence Walford

Laurence Walford

HMRC Events Team

Open.days@hmrc.gsi.gov.uk

Presentations at this event....

09.30 – 10.00

HM Revenue & Customs
First steps as an employer
Employing someone for the first time – what you need to know.

10.15 – 10.45

HM Revenue & Customs
You, self-employment and HMRC
We will look at the things you need to know about when dealing with HMRC when you first become self-employed.

11.00 – 11.30

HM Revenue & Customs
VAT Awareness
A basic introduction to VAT, when and how to register and how being registered will affect your business.

11.45 – 12.15

HM Revenue & Customs
Olympics 2012 – get ready to compete
Do you want to be part of the thousands of businesses competing for contracts at or around the Olympics 2012 venues and training camps? We'll tell you what's going on local to you and explain how to make sure your business gets a chance to bid for contracts.

12.30 – 13.00

HM Revenue & Customs
Limited Company – An Overview
How to form a private limited company and your obligations as a Director.

13.15 – 13.45

HM Revenue & Customs
How to complete your first online tax return
Using a case study we will show you how to complete the self-employed pages of an online tax return.

14.00 – 14.30

HM Revenue & Customs
Paying your tax – what you need to know
Whether you are a company director, self-employed or an employer, we will tell you when to pay, ways to pay and what to do if you are unable to pay.

14.45 – 15.15

An Introduction to Importing & Exporting
Importing or exporting from outside the EU? An introduction to the basics of Customs importing and exporting.

VAT has gone online. Have you?

"From 1st April 2010 it has become compulsory for VAT registered businesses with an annual VAT exclusive turnover of £100,000 or more and all newly registered businesses to file their VAT returns online and pay any VAT due electronically. Paper returns are still an option for the remaining VAT registered businesses, but this will be reviewed in the run-up to 2012"



At this event we will show you

- How to get started with VAT Online and other online services
- Which features of the VAT Online service will help you get it right
- A demonstration of some of our online services
- What is available now, including information about paying electronically
- What is planned for the future

We can also let you know where to get further help and support if you need it.