



BC&S | SME Education

Product Catalogue

A list of education products available to SME customers

Last update: October 2013

Contents

Introduction	3
1. Live Webinars.....	4
2. Recorded Webinars.....	7
3. YouTube videos.....	9
4. E-Learning	12
5. Tax help factsheets	14
6. Other digital products.....	16

Introduction

HMRC provide a range of educational products to enable our SME customers to meet their obligations to HMRC both accurately and on time. From August 1st 2013, our education offering is 'Digital by Default'.

Our education products are aimed at unrepresented SME customers who lack awareness or the ability to meet their tax obligations. Through education we aim to make lasting improvements in their ability and confidence so they can get their taxes right on their own.

Through our detailed understanding of our customers, we have mapped typical lifecycles and events through our various tax regimes. Aligning our education offerings to business 'life-events' we are able to provide tailored support at the times we know SMEs struggle, helping them avoid error or Failure to Take Reasonable Care (FTRC).

As a result, we provide a range of education products and services to be accessed as needed at different times. We recognise everyone learns in different ways and have developed our education suite to meet different learning styles.

This product catalogue provides a list of the digital products currently available to SME customers.
It is updated quarterly and was last updated in October 2013.

1. Live Webinars

Live webinars are online presentations hosted by HMRC. They are available on set dates and at set times and usually last an hour. At the end of the presentation, customers have the opportunity to ask the presenter questions.

Customers are required to complete a simple registration in advance, providing their name and email address, and choosing the webinar they wish to attend. Registrations can be made through the link below.

[HM Revenue & Customs: Online seminars for businesses and the self-employed](#)

Name	Description
Business expenses for the self-employed	Find out about allowable expenditure including, motor expenses, working from home and what happens when you use something privately and for business. This webinar is aimed at sole traders and ordinary partnerships and is not suitable for directors of limited companies.
Business record keeping for the self-employed	This webinar is suitable for the self-employed. Find out about key aspects of record keeping such as setting up a record keeping system, what to record and how long to keep records. This webinar is aimed at sole traders and ordinary partnerships and is not suitable for directors of limited companies.
Capital allowances for the self-employed	Find out how to claim tax relief and see examples of calculations for the cost of buying or improving items such as vans, cars and equipment that you use in your business. This webinar is aimed at sole traders and ordinary partnerships and is not suitable for directors of limited companies.

Company directors - understanding your responsibilities to HMRC	For new and prospective company directors, gives new directors an overview of their responsibilities to Companies House and HMRC.
First steps as an employer	For employers who want to find out more about becoming an employer, what responsibilities an employer has, including online filing and reporting PAYE in real time.
Construction Industry Scheme for contractors	This webinar is aimed at contractors in the Construction Industry Scheme and provides an overview of the scheme and explains how to take on and pay subcontractors and meet tax obligations.
Construction Industry Scheme for subcontractors	Aimed at subcontractors in the construction industry, it provides an overview of the scheme, how to get set up, and explains what deduction statements are and what records you need to keep.
Expenses and benefits for employers	For employers or directors who may be paying, or thinking about paying expenses and/or providing or thinking about providing benefits to their employees.
Foster Carers and HMRC	This webinar is suitable for prospective Foster carers or those who have been approved as a Foster carer. Find out about what self-employment means to you, how to use qualifying care relief, keeping records and what to put on your tax return.
How to complete your first online tax return	Find out how to register for Self Assessment Online, how to tailor your Tax Return, how to complete the self-employed pages and how to send your completed return online. This webinar is aimed at sole traders and is not suitable for directors of limited companies.
Self-employed childminders and HMRC	A basic guide to key tax and National Insurance issues affecting self-employed childminders.
Self-employment and HMRC- what you need to know	Find out how to tell HMRC you are self-employed, what National Insurance you will have to pay, the importance and benefits to your business of good record keeping and how to budget for your first tax bill. This webinar is aimed at sole traders and ordinary partnerships and is not suitable for directors of limited

	companies.
Simpler Income Tax - cash basis and simplified expenses	Find out what cash basis is, how it works and who can use it. The webinar will also cover simplified expenses and the appropriate records required. It is aimed at Sole Traders and Ordinary Partnerships and is not suitable for directors of limited companies.
Statutory payments for parents	For employers who have an employee who is either having a baby, adopting a baby or looking after a mother who has had or is adopting a baby. How to decide what payments are appropriate and what help is available to calculate what is due.
Statutory Sick Pay	For employers who want to find out what happens when an employee is absent from work due to illness, how to decide if Statutory Sick Pay is appropriate and what help is available to calculate what is due.
VAT Awareness	This webinar is aimed at VAT-registered businesses or those that are about to register. It explains what VAT is and how it works, when you need or can choose to register and what you must do once you're registered.
VAT now you are registered	This webinar is aimed at VAT-registered businesses. It explains the different rates of VAT, what falls outside the scope of VAT and different schemes to help simplify your VAT accounting.
Get ready to operate PAYE in real time	The aim of each webinar is to answer any questions you may have about RTI. Before joining one of these sessions, we recommend that you view our 'Get ready to operate PAYE in real time' recorded webinar, that concentrates on the key things you need to do now to be ready for reporting PAYE in real time.

2. Recorded Webinars

Recorded webinars are online presentations that are available at any time. Customers don't need to register they simply view the subjects that are of interest to them at a time of their choosing. However, as they are not hosted by HMRC staff, customers do not have the opportunity to ask questions as they can during live webinars. Nevertheless, a key advantage is they can be viewed and re-viewed at the customers' pace.

Recorded webinars can be accessed through the link below:

[HM Revenue & Customs: Online seminars for businesses and the self-employed](#)

Most live webinars are available as recorded webinars. However, there is a broader suite of products available that are only available as recorded webinars (as below).

Name	Description
An Introduction to Customs Warehousing	This webinar explains what Customs warehousing is and how it may help you. The different types of customs warehouse, how to apply to have one and information about moving goods into and taking goods out of customs warehousing.
An Introduction to Export Preference	This webinar explains what Export Preference is and how it may be of use to you. The conditions you need to meet for Export preference to apply especially the rules of origin, what records you need to keep and where to get further information.
An introduction to International Trade	This webinar is aimed at businesses that are or are about to be involved in International Trade, it covers the basics including the important aspects of a declaration and how to calculate Customs Import Value.

An Introduction to Inward Processing	This webinar gives an introduction to inward processing, explains general principles of IP, the terminology, regulations and requirements and where to get further help and guidance.
An Introduction to Outward Processing	This webinar gives an introduction to outward processing, explains general principles of OP, the terminology, regulations and requirements and where to get further help and guidance.
Business record keeping	Whether you run your business as a sole trader, partnership or limited company the webinar, which lasts approximately 30 minutes, covers all aspects of record keeping.
My self-employed tax bill	This explains how your tax and National Insurance bill is calculated, how to budget for it and when you need to pay HMRC and is aimed at sole traders and ordinary partnerships. It is not suitable for directors of limited companies.
National Insurance for the self-employed	Find out about the types of National Insurance when self-employed, how to pay it and what benefits your National Insurance counts towards.
Shared Lives Carers	This webinar is suitable for those involved in Shared Lives care for example, Adult Placement care, Kinship care, staying put care, and parent and child arrangements. Find out about what self-employment means to you, how to use qualifying care relief, keeping records and what to put on your tax return.
VAT trading with other countries	This webinar is aimed at VAT-registered businesses. It explains the VAT rules for goods and services to and from Europe and the rest of the world, what records you need to keep, what returns you have to make and where to get further help.
Your property income and HMRC	Find out about the different types of letting, tax on buying a property, your property income, records you need to keep and what expenses you can claim.
Accurate employee information matters	Find out why it's important to record accurate information about your employees and what can happen if you don't.
Tax and change of career	This is a set of three short webinars about Redundancy, Retirement and Starting in business.

3. YouTube videos

These are 'bite-sized' tax information videos located on HMRC YouTube channel. They aim to provide reassurance, offer quick help or may simply be of interest to a customer researching a subject like statutory payments.

[HMRC pages on YouTube](#)

Name	Description
Accurate Employee Information Matters - it can save time and money	This video helps employers understand the importance of accurate employee information and the key details they need to get right
An introduction to registering for Self Assessment	An HMRC guide to registering for Self Assessment
Business Allowances	Dan Snow presents an introduction to Business Allowances for tax purposes
CIS for contractors part 1	This video covers tax and contractor registration for businesses in the building industry. It covers what they need to ask from subcontractors so that they don't pay too much tax and what they need to do to apply for gross payments status.
CIS for contractors part 2	This presentation is for contractors in the building industry. It covers how to calculate payment and deduction statements for subcontractors and keeping business records in a simple and organised way.
Dexter's Café & PAYE	An introduction to PAYE issues for employers.
Direct selling- understand your responsibilities as a direct seller	A guide to help understanding of responsibilities as a direct seller and what to do next.
E-marketplaces - trading or not?	A guide to help decide whether or not HMRC would consider buying and selling, including e-marketplace activity, to be trading and whether you need to tell us.
Excise Duty - the basics	An introduction to Excise Duty including for imported goods.
Get ready to operate PAYE in real time	An HMRC webinar for employers, providing an introduction to the procedures required to operate PAYE in Real Time.

Help from HMRC for Deaf customers	This is a signed HMRC video for the deaf which covers how to register with HMRC. There is no sound with this presentation.
Help for deaf customers. Working for yourself - How to register with HMRC	This is a signed video providing help and support for Deaf customers. There is no sound with this presentation.
HMRC Guide for Self-Employed Childminders	An HMRC guide to help understand tax & National Insurance obligations and the special tax concessions available for childminders.
HMRC Guide: Motoring Expenses	HMRC's basic guide on how to calculate motoring expenses in annual accounts.
HMRC Toolkits to help Reduce Errors	An introduction to HMRC's online Agent Toolkits and how they can be used by tax agents to help reduce errors.
How to register and enrol for VAT Online	A guide to registering and enrolling for HMRC's VAT Online Service.
How to submit your VAT return online	Following registration and enrolment for HMRC's Online Service, this guide shows how to submit a VAT return online.
How we got registered as an employer.	Experiences of registering as an employer with HMRC
How we set up a Payroll System	Experiences of setting up a system to deal with payroll issues
Importing and exporting	Dan Snow presents an introduction to importing and exporting requirements.
Income Tax for the Self Employed	Dan Snow presents an introduction to income tax for the self employed.
Learning together: Penalties for Inaccuracies (Part 1 of 2)	An explanation of Penalties for Inaccuracies. Part of the HMRC Learning Together programme.
Learning together: Penalties for Inaccuracies (Part 2 of 2)	An explanation of Penalties for Inaccuracies. Part of the HMRC Learning Together programme
Motoring Costs	An introduction to how business motoring costs should be treated for tax purposes.
National Insurance for the self-employed - the basics	A basic introduction to National Insurance for the self-employed.
Record keeping - keep on top of your Tax Records	Dan Snow presents an introduction to keeping business records for tax purposes.
Record keeping for the self-employed	An HMRC guide to record keeping for those who are self-employed.
Resolving Disputes - Reviews & Appeals	A guide to resolving disputes with HMRC over the Reviews and Appeals procedure.

RTI pilot case study interview	Richard Burchell, a chiroprapist with 6 employees is already using the new RTI system.
Real Time Information - what it means for employers	An introduction to HMRC Real Time Information procedures and how they affect employers.
Ruth on record keeping	Ruth's start up diary about record keeping for business.
Self Assessment deadlines and penalties	An introduction to the deadlines and penalties involved when completing Self Assessment tax returns.
Simpler Income Tax - cash basis & simplified expenses	An HMRC guide to two new tax schemes for businesses. Cash Basis and Simplified Expenses which have been introduced to make it easier to comply with tax return obligations.
Tax and VAT issues when trading with other countries in the European Union	An introduction to the issues involved when trading with other EU countries
Tax and VAT issues when trading with other countries outside the European Union	An introduction to the issues involved when trading with other countries outside the EU.
Tax and VAT issues when trading with other countries using the internet	An introduction to the issues involved when trading with other countries on the internet.
The Patent Box: An Introduction	The Patent Box is a new tax regime introduced on 1st April 2013 designed to help companies who pay Corporation Tax and exploit patented products. This video gives an introduction to The Patent Box and explains how it can be applied.
What is Corporation Tax?	An introduction to Corporation Tax.
What is Gross and Net Pay?	A simpler explanation of the difference between gross and net pay for tax purposes
What is VAT?	An introduction to VAT.
What records do I keep as a self employed person	An HMRC guide to Keeping Records as a Self Employed person.
An introduction to effective record keeping	An HMRC guide about keeping the right business records for tax purposes.
Choosing the right legal structure	An HMRC guide to choosing the most suitable legal structure for your new business.

4. E-Learning

E-learning packages are modular self learning products that can be accessed at any time that our customers need them. The customer can complete the learning at their own pace with learning checks throughout the packages and options to go back, restart or return to specific chapters at any time.

We work closely with education partners, e.g. business associations and charities, to provide tailored education for their members. Much of our e-Learning is accessible through our partner websites.

Name	Link
Starting your own Business (SYOB)	http://www.hmrc.gov.uk/courses/syob2/syob2/index.htm
Construction Industry	http://www.hmrc.gov.uk/courses/syob/ci/index.html
Tax Advice for childminders	http://www.hmrc.gov.uk/courses/syob2/cm/index.htm
Tax and VAT advice for farmers	http://www.hmrc.gov.uk/courses/syob/farm/index.htm
Tax Advice for young farmers	http://www.hmrc.gov.uk/courses/syob/farm/index.htm
Your Agriculture Business	http://www.hmrc.gov.uk/courses/syob2/a_b/index.htm
UKTI (Exports)	http://www.hmrc.gov.uk/courses/syob2/ukti_exp/index.htm
UKTI (EU Trading)	http://www.hmrc.gov.uk/courses/syob2/ukti_tr/index.htm
Tax for foster carers	http://www.hmrc.gov.uk/courses/syob/fc/index.html

Tax for shared lives carers	http://www.hmrc.gov.uk/courses/syob/s_l/index.htm
Hair and Beauty	http://www.hmrc.gov.uk/courses/syob/hair/index.html
Tax when leaving the Armed forces	http://www.hmrc.gov.uk/courses/syob/mod/index.htm
Tax for Sports Businesses	http://www.hmrc.gov.uk/courses/syob2/ris_sport/index.htm

5. Tax help factsheets

Tax help factsheets are PDF leaflets which can be downloaded. They provide information in support of many of the digital products aimed at our SME customers.

Ref.	Name	Details
THFS1	Keeping records for business	http://www.hmrc.gov.uk/thelibrary/tax-help.htm
THFS2	Self Assessment - the three line account	http://www.hmrc.gov.uk/thelibrary/tax-help.htm
THFS3	Employing someone for the first time	http://www.hmrc.gov.uk/thelibrary/tax-help.htm
THFS4	VAT - what you need to know	http://www.hmrc.gov.uk/thelibrary/tax-help.htm
THFS5	Working for yourself	http://www.hmrc.gov.uk/thelibrary/tax-help.htm
THFS6	Problems paying your tax	http://www.hmrc.gov.uk/thelibrary/tax-help.htm
THFS7	Paying your tax what you need to know	http://www.hmrc.gov.uk/thelibrary/tax-help.htm
THFS8	Starting a limited company	http://www.hmrc.gov.uk/thelibrary/tax-help.htm
THFS9	Expenses and allowances for the self-employed	http://www.hmrc.gov.uk/thelibrary/tax-help.htm
THFS10	If you stop trading	http://www.hmrc.gov.uk/thelibrary/tax-help.htm
THFS12	Going back into business	http://www.hmrc.gov.uk/thelibrary/tax-help.htm
THFS14	Paying tax if you buy and sell from home	http://www.hmrc.gov.uk/thelibrary/tax-help.htm
THFS15	Importing and exporting goods	http://www.hmrc.gov.uk/thelibrary/tax-help.htm
RK-BK1	A general guide to keeping records for your tax return	http://www.hmrc.gov.uk/sa/rk-bk1.pdf

RK-BK1(a)	A general guide to keeping records for your tax return (Welsh version)	http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=gPVBySPO_jg&formId=5153
SE1	Thinking of Working for Yourself	http://www.hmrc.gov.uk/leaflets/se1.pdf
SE1(a)	Thinking of Working for Yourself (Welsh version)	http://www.hmrc.gov.uk/cymraeg/se1.pdf
SE2	Giving your business the best start with tax	http://www.hmrc.gov.uk/startingup/working-yourself.pdf
SE2(a)	Giving your business the best start with tax (Welsh version)	http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=QcoWhoFa3zE&formId=5171

6. Other digital products

These are supporting products and applications developed jointly by HMRC and commercial software suppliers. The products from third party commercial software developers have gained HM Revenue & Customs (HMRC) Recognition for their Online Services.

Name	Details
Record keeping Apps	<p>Available for Smart phones, we have worked with various companies to provide record keeping apps to assist SMEs. Providers include:</p> <ul style="list-style-type: none"> • 'Forbes Record Keeper' - Forbes Computer systems (Android) • 'Earnest' - FreeAgent Central Ltd (iOS) • 'ZipZipBooks' - Immagini Ltd (Android) • 'MyBizTracker' - Intuit (iOS) • 'Text 2 Save Tax' - Mr Tax Software Ltd (Android, iOS) • 'Quick File' – Quick File Ltd (web-based) • 'Sage Record Keeper' – Sage (iOS) • '123 Tax Application' – 123 Tax (Windows)
Key tax deadlines for small business 2013-2014	<p>http://www.hmrc.gov.uk/startingup/sme-tax-calendar.pdf</p>
Self Employed Ready Reckoner Tool	<p>http://www.hmrc.gov.uk/tools/sa-ready-reckoner/calculator.htm</p>