

BC&S | SME Education Team

# Product Catalogue

A list of education products available to  
business customers

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# Introduction

The Small to Medium Enterprises (SME) Education team provides a range of educational products intended for businesses. These products aim to support and help businesses to meet their obligations to HMRC both accurately and on time.

This support is available through a variety of products accessed online with our aim being to make a lasting improvement in the ability and confidence of new and existing businesses to get their taxes right on their own.

We have used our knowledge and understanding of our customers to map typical business lifecycles and events and the impact that different types of taxes have on those businesses.

Our support is designed around these business 'life-events' enabling us to provide help at the times we know businesses struggle, enabling them to avoid errors and penalties and to pay the correct amounts of tax.

We recognise that people learn in different ways and so have developed our products to meet different learning styles.

**This catalogue is a list of the digital products currently available to business customers.**

# 1. Live Webinars

Live webinars are online presentations hosted by HMRC and are available on set dates and times. They usually last an hour and at the end of the webinar there is time available to ask the presenter questions.

Customers will need to complete a simple registration in advance giving their name and email address and then select the webinar they want to attend.

Registrations can be made 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 range of products that are only available as recorded webinars.

# 2. Recorded Webinars

Recorded webinars are online presentations that are available at any time and can be viewed at your own pace. However, unlike live webinars they are not hosted so there is no opportunity to ask questions.

Recorded webinars can be accessed through the link below

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

Some recorded webinars can also be found on the HMRC YouTube Channel - [HMRC pages on YouTube](#)

Name	Description
HMRC digital services	A webinar showing how to get help and support for your business by accessing videos, emails, e-learning, record keeping applications and online presentations.
Self-employment and HMRC- what you need to know	How to tell HMRC you are self-employed, what National Insurance you will have to pay, budgeting for your first tax bill and the importance and benefits to your business of good record keeping. This is aimed at sole traders and ordinary partnerships and is not suitable for directors of limited companies.
Business expenses for the self-employed	How to get tax relief on expenses 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.
Capital allowances for the self-employed	This is about claiming tax relief on business assets. See examples of calculating relief on the cost of buying or improving items such as vans, cars and equipment used in your business.
How to complete your first online tax return	How to register for Self Assessment Online, how to tailor your Tax Return, how to complete the self-employed pages and submit your completed return online. This is for sole traders and is not suitable for directors of limited companies.
Record keeping for the self-employed	This is suitable for self-employed sole traders and ordinary partnerships. It is about key aspects such as setting up a record keeping system, what to record and how long to keep records. <b>This webinar is not suitable for directors of limited companies.</b>
Simpler Income Tax - cash basis and simplified expenses	Find out what cash basis is, how it works and who can use it. We will also cover simplified expenses and the business records required. It is aimed at sole traders and ordinary partnerships 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.
Foster Carers and HMRC	This is suitable for approved or prospective Foster carers. Find out about what self-employment means to you, using qualifying care relief, keeping records and what to put on your tax return.

Shared Lives carers and HMRC	A webinar for those involved in Shared Lives care for example, Adult Placement care, Kinship care, staying put care, and parent and child arrangements. It is about self-employment, using qualifying care relief, keeping records and what to put on your tax return.
Supported Lodgings	A webinar explaining what supported lodgings are, the records that should be kept and if the Rent a Room scheme is appropriate.
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.
My first self-employed tax bill	This webinar will explain how your tax and National Insurance bill is calculated, how to budget for it and when you need to pay HMRC. This webinar is aimed at sole traders and ordinary partnerships and is not suitable for directors of limited companies.
Your property income and HMRC	Find out about the different types of letting, tax on buying a property, your property income, what records you need to keep and what expenses you can claim.
Construction Industry Scheme for contractors	This webinar is aimed at contractors in the Construction Industry Scheme and gives an overview of the scheme explaining how to pay and take deductions from subcontractors and meet tax obligations.
Construction Industry Scheme for subcontractors	For subcontractors in the construction industry it is an overview of the scheme and shows how to get set up, explains what deduction statements are and records to keep.
Construction Industry Scheme for Subcontractors Part 1	A webinar about registering for CIS, information to give to contractors and applying for gross payment status.
Construction Industry Scheme for Subcontractors Part 2	This webinar follows up CIS part 1 and covers record keeping, payment and deduction statements and tax returns.
Company directors - understanding your responsibilities to HMRC	For new and prospective company directors this gives an overview of a director's responsibilities to HMRC and Companies House.
Getting started as an employer	A guide for new employers who want to find out more about the responsibilities an employer has when taking on their first employees.
PAYE using the BPT – Basic PAYE Tools	This is a demonstration of basic payroll software available from HMRC. The BPT is suitable for employers with nine or fewer employees in total.
Care and Support Employers	A webinar about PAYE when taking on a personal assistant that looks at payroll, dealing with expenses and benefits, and PAYE in real time.

Statutory payments for parents	For employers who have an employee who is 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 the help available to calculate payments.
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.
Expenses and benefits for employers	For employers or directors who may be paying or considering paying expenses or providing benefits to their employees.
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 a live session, 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.
What is VAT- an Introduction	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 can and should register and what you must do after you register.
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.
VAT accounting schemes	This is about schemes available to simplify accounting focussed mainly on the three most used schemes (Annual accounting, Cash accounting and Flat Rate)
VAT motoring expenses	A presentation about dealing with VAT rules on motoring expenses, VAT on cars and commercial vehicles and repair, maintenance and fuel costs.
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.
An introduction to International Trade	This webinar is aimed at businesses who 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.
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.
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.
Tax and change of career or retirement	This is a set of three short webinars about Redundancy, Retirement and Starting in business.



### 3. YouTube videos

These are short information videos located on HMRC YouTube channel. They aim to provide reassurance and offer quick help or may simply be of interest.

[HMRC pages on YouTube](#)

Name	Description
<b>Help and support for new and growing businesses</b>	A presentation about help and support from HMRC
<b>Self employment and HMRC – what you need to know</b>	Explains what to do about tax, NIC, and tax reliefs when self employed
<b>How to complete your tax return online</b>	How to register for self assessment, personalise and complete your online tax return
<b>Tax relief for shared lives carers</b>	Explains what qualifying care relief is and how to use it to work out your tax and NIC
<b>HMRC – am I trading or not?</b>	Help to decide if HMRC would consider your buying and selling, including e-marketplace activity, to be a trading activity,
<b>The export process –win media</b>	An explanation of the National Export System
<b>Tax relief for foster carers</b>	A guide explaining what qualifying care relief is and how to use it to work out your tax and NIC
<b>Working for yourself – how to register with HMRC</b>	Guidance on registering with HMRC for tax and NIC when you start to work for yourself
<b>Direct selling – Understand your responsibilities to HMRC</b>	A guide to obligations to HMRC as a self employed direct seller
<b>An introduction to registering for Self Assessment</b>	An HMRC guide to registering for Self Assessment
<b>Business Allowances</b>	Dan Snow presents an introduction to Business Allowances for tax

	purposes
<b>Construction industry Scheme for subcontractors Part 1</b>	Learn about tax, registering for CIS with HMRC and details to give to contractors
<b>Construction industry Scheme for subcontractors Part 2</b>	A guide to payment and deduction statements , business records and the tax return
<b>CIS for contractors part 1</b>	A video about contractor registration for businesses in the construction industry. It covers the information to get from subcontractors, making the correct deductions and applying for gross payment status.
<b>CIS for contractors part 2</b>	This video covers how to calculate payment, provide deduction statements for subcontractors and keeping business records in a simple and organised way.
<b>Dexter's Café &amp; PAYE</b>	An introduction to PAYE issues for employers.
<b>Direct selling – understand your responsibilities as a self-employed direct seller'</b>	<b>Understanding your responsibilities as a self-employed direct seller</b> and what to do next.
<b>HMRC - Am I trading or not?</b>	A guide to help decide if HMRC considers your buying and selling, including e-marketplace activity, to be trading and when you need to tell HMRC
<b>Excise Duty - the basics</b>	An introduction to Excise Duty including imported goods.
<b>Get ready to operate PAYE in real time</b>	An HMRC webinar for employers, providing an introduction to the procedures required to operate PAYE in Real Time.
<b>Help from HMRC for Deaf customers</b>	This is a signed HMRC video for the deaf which covers how to register with HMRC. There is no sound with this presentation.
<b>Help for deaf customers. Working for yourself - How to register with HMRC</b>	This is a signed video providing help and support for Deaf customers. There is no sound with this presentation.
<b>HMRC Guide for Self-Employed Childminders</b>	An HMRC guide to help understand tax & National Insurance obligations and the special tax concessions available for

	childminders.
<b>HMRC Guide: Motoring Expenses</b>	HMRC basic guide on how to calculate motoring expenses in annual accounts.
<b>How to register and enrol for VAT Online</b>	A guide to registering and enrolling for HMRC's VAT Online Service.
<b>How to submit your VAT return online</b>	Using HMRC's VAT Online Service, this guide shows how to submit a VAT return online.
<b>VAT accounting schemes - the basics</b>	The schemes available to simplify accounting focussed mainly on the three most used schemes (Annual accounting, Cash accounting and Flat Rate)
<b>PAYE and your business</b>	An introduction to PAYE when running your own business
<b>HMRC Start-up Diaries Episode 1</b>	A video sharing the thoughts of people starting in business and the tax implications involved
<b>HMRC Start-up Diaries Episode 2</b>	A video sharing the thoughts of people starting in business and the tax implications involved
<b>Getting started as an employer</b>	A guide for new employers when you take on your employees
<b>Care and support employers</b>	For people taking on a personal assistant, a look at payroll, expenses and benefits and PAYE in real time
<b>An introduction to the SEED Enterprise Investment Scheme</b>	A scheme (also called SEIS) offering tax reliefs for individuals investing in small start-up companies
<b>HMRC campaigns and you</b>	About voluntary disclosure campaigns and how to take part
<b>How we got registered as an employer</b>	Experiences of employers registering with HMRC
<b>How we set up a Payroll System</b>	Experiences of setting up a payroll system.
<b>Importing and exporting</b>	Dan Snow presents an introduction to importing and exporting requirements.
<b>Income Tax for the Self Employed</b>	Dan Snow presents an introduction to income tax for the self employed.

<b>Learning together: Penalties for Inaccuracies (Part 1 of 2)</b>	An explanation of Penalties for Inaccuracies. Part of the HMRC Learning Together programme.
<b>Learning together: Penalties for Inaccuracies (Part 2 of 2)</b>	An explanation of Penalties for Inaccuracies. Part of the HMRC Learning Together programme
<b>Motoring Costs</b>	An introduction to how business motoring costs should be treated for tax purposes.
<b>National Insurance for the self-employed - the basics</b>	A basic introduction to National Insurance for the self-employed.
<b>Record keeping - Keep on top of your Tax Records</b>	Dan Snow presents an introduction to keeping business records for tax purposes.
<b>Record keeping for the self-employed</b>	An HMRC guide to record keeping for those who are self-employed.
<b>Resolving Disputes - Reviews &amp; Appeals</b>	A guide to resolving disputes with HMRC using the Reviews and Appeals procedure.
<b>RTI pilot case study interview</b>	Richard Burchell, a chiropodist with 6 employees is already using the new RTI system.
<b>Real Time Information - what it means for employers</b>	An introduction to HMRC Real Time Information procedures and how they affect employers.
<b>Ruth on record keeping</b>	Ruth's start up diary about record keeping for business.
<b>Self Assessment deadlines and penalties</b>	An introduction to the deadlines and penalties involved when completing Self Assessment tax returns.
<b>Simpler Income Tax - cash basis &amp; simplified expenses</b>	An HMRC guide to two new tax schemes for businesses introduced to make it easier to comply with tax obligations.
<b>Tax and VAT issues when trading with other countries in the European Union</b>	An introduction to the issues involved when trading with other EU countries
<b>Tax and VAT issues when trading with other countries outside the European Union</b>	An introduction to the issues involved when trading with other countries outside the EU.
<b>Tax and VAT issues when trading with other countries using the internet</b>	An introduction to the issues involved when trading with other countries on the internet.
<b>The Patent Box: An Introduction</b>	The Patent Box, a new tax relief introduced on 1st April 2013 for companies who pay Corporation Tax on profits earned from

	patented inventions and certain other innovations.
<b>What is Corporation Tax?</b>	An introduction to Corporation Tax.
<b>What is Gross and Net Pay?</b>	A simple explanation of the difference between gross and net pay for tax purposes
<b>What is VAT?</b>	An introduction to VAT.
<b>VAT and motoring expenses</b>	How to deal with VAT obligations of motoring expenses
<b>What records do I keep as a self employed person</b>	An HMRC guide to Keeping Records as a Self Employed person.
<b>An introduction to effective record keeping</b>	An HMRC guide about keeping the right business records for tax purposes.
<b>Choosing the right legal structure</b>	An HMRC guide to choosing a suitable legal structure for your new business.
<b>Accurate Employee Information Matters</b>	A video about the importance of correct employee information

There are also other HMRC videos available on YouTube which give more general information. For instance, the video “HMRC Operating Model” shows how the different parts of HMRC work together. There are videos such as “Agent Toolkits” and “Agents Services” which give information and explanations for agents, tax advisers and tax professionals

## 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, options to go back, restart or return to specific chapters at any time.

We work closely with 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	Partners
<b>Starting your own Business (SYOB)</b>	<ul style="list-style-type: none"> <li>• Driving Instructors Association (DIA)</li> <li>• Motor Schools Association (MSA)</li> <li>• British Psychological Society</li> <li>• Institute of Certified Bookkeepers</li> </ul>
<b>Construction Industry</b>	<ul style="list-style-type: none"> <li>• Federation of Master Builders (FMB)</li> <li>• Construction Industry Training Board (CITB)</li> <li>• Painting and Decorating Association (PDA)</li> <li>• Electrical Contractors Association (ECA)</li> <li>• National Association of Professional Inspectors &amp; Testers (NAPIT)</li> <li>• Logic for Training (L4T)</li> <li>• Institute of Roofing (IOR)</li> <li>• Tile Association</li> </ul>

<b>Tax Advice for childminders</b>	<ul style="list-style-type: none"> <li>• Professional Association for Childminders and Early Years (PACEY)</li> <li>• Northern Ireland Childminding Association (NICMA)</li> <li>• Scottish Childminding Association (SCMA)</li> </ul>
<b>Tax and VAT advice for farmers</b>	<ul style="list-style-type: none"> <li>• National Training Organisation for Land Based Industries (LANTRA)</li> </ul>
<b>Tax Advice for young farmers</b>	
<b>Your Agriculture Business</b>	<ul style="list-style-type: none"> <li>• National Farmers Union Scotland (NFUS)</li> <li>• Scotland's Rural Colleges (SRUC)</li> <li>• NFU</li> </ul>
<b>UKTI (Exports)</b> <b>UKTI (EU Trading)</b>	<ul style="list-style-type: none"> <li>• UK Trade &amp; Investment (UKTI)</li> </ul>
<b>Tax for foster carers</b>	
<b>Tax for shared lives carers</b>	
<b>Hair and Beauty</b>	
<b>Tax when leaving the Armed forces</b>	

## 5. Tax help factsheets

Tax help factsheets are 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	<a href="http://www.hmrc.gov.uk/thelibrary/tax-help.htm">http://www.hmrc.gov.uk/thelibrary/tax-help.htm</a>
THFS2	Self Assessment - the three line account	<a href="http://www.hmrc.gov.uk/thelibrary/tax-help.htm">http://www.hmrc.gov.uk/thelibrary/tax-help.htm</a>
THFS3	Employing someone for the first time	<a href="http://www.hmrc.gov.uk/thelibrary/tax-help.htm">http://www.hmrc.gov.uk/thelibrary/tax-help.htm</a>
THFS4	VAT - what you need to know	<a href="http://www.hmrc.gov.uk/thelibrary/tax-help.htm">http://www.hmrc.gov.uk/thelibrary/tax-help.htm</a>
THFS5	Working for yourself	<a href="http://www.hmrc.gov.uk/thelibrary/tax-help.htm">http://www.hmrc.gov.uk/thelibrary/tax-help.htm</a>
THFS6	Problems paying your tax	<a href="http://www.hmrc.gov.uk/thelibrary/tax-help.htm">http://www.hmrc.gov.uk/thelibrary/tax-help.htm</a>
THFS7	Paying your tax what you need to know	<a href="http://www.hmrc.gov.uk/thelibrary/tax-help.htm">http://www.hmrc.gov.uk/thelibrary/tax-help.htm</a>
THFS8	Starting a limited company	<a href="http://www.hmrc.gov.uk/thelibrary/tax-help.htm">http://www.hmrc.gov.uk/thelibrary/tax-help.htm</a>
THFS9	Expenses and allowances for the self-employed	<a href="http://www.hmrc.gov.uk/thelibrary/tax-help.htm">http://www.hmrc.gov.uk/thelibrary/tax-help.htm</a>
THFS10	If you stop trading	<a href="http://www.hmrc.gov.uk/thelibrary/tax-help.htm">http://www.hmrc.gov.uk/thelibrary/tax-help.htm</a>
THFS12	Going back into business	<a href="http://www.hmrc.gov.uk/thelibrary/tax-help.htm">http://www.hmrc.gov.uk/thelibrary/tax-help.htm</a>
THFS14	Paying tax if you buy and sell from home	<a href="http://www.hmrc.gov.uk/thelibrary/tax-help.htm">http://www.hmrc.gov.uk/thelibrary/tax-help.htm</a>



THFS15	Importing and exporting goods	<a href="http://www.hmrc.gov.uk/thelibrary/tax-help.htm">http://www.hmrc.gov.uk/thelibrary/tax-help.htm</a>
RK-BK1	A general guide to keeping records for your tax return	<a href="http://www.hmrc.gov.uk/sa/rk-bk1.pdf">http://www.hmrc.gov.uk/sa/rk-bk1.pdf</a>
RK-BK1(a)	A general guide to keeping records for your tax return (Welsh version)	<a href="http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=gPVBySPO_jg&amp;formId=5153">http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=gPVBySPO_jg&amp;formId=5153</a>
SE1	Thinking of Working for Yourself	<a href="http://www.hmrc.gov.uk/leaflets/se1.pdf">http://www.hmrc.gov.uk/leaflets/se1.pdf</a>
SE1(a)	Thinking of Working for Yourself (Welsh version)	<a href="http://www.hmrc.gov.uk/cymraeg/se1.pdf">http://www.hmrc.gov.uk/cymraeg/se1.pdf</a>
SE2	Giving your business the best start with tax	<a href="http://www.hmrc.gov.uk/startingup/working-yourself.pdf">http://www.hmrc.gov.uk/startingup/working-yourself.pdf</a>
SE2(a)	Giving your business the best start with tax (Welsh version)	<a href="http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=QcoWhoFa3zE&amp;formId=5171">http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=QcoWhoFa3zE&amp;formId=5171</a>

## 6. Other digital products

To help small businesses with record keeping here is a list of software suppliers providing simple record keeping applications some of which meet cash basis and simplified expenses specifications. Many of these are free and were developed following consultation with HMRC. Please note that HMRC cannot recommend or endorse any one product or service over another and will not be responsible for any loss, damage, cost or expense in connection with using this software.

HMRC has not carried out any testing of the listed applications and do not carry out any form of security testing of developer products or services. Customers are encouraged to ask their suppliers for information about the security aspects of the products and services they provide.

Ref.	Name	Details
RK-App	Record keeping Applications	<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"> <li>• 123 Tax Application – 123 Tax (Windows)</li> <li>• Clear books Mobile – Android, iOS</li> <li>• Forbes Record Keeper - Forbes Computer systems (Android)</li> <li>• Earnest - FreeAgent Central Ltd (iOS)</li> <li>• ZipZipBooks - Immagini Ltd (Android)</li> <li>• MyBizTracker - Intuit (iOS)</li> <li>• Text 2 Save Tax - Mr Tax Software Ltd (Android, iOS)</li> <li>• Quick File – Quick File Ltd (web-based)</li> <li>• Sage One Cashbook – Sage ( iOS)</li> <li>• Sage Record Keeper – Sage (iOS)</li> <li>• Taxmapp Record Keeping – Submitmytax Ltd (iOS)</li> </ul>
TaxCal	Key tax deadlines for small business 2013-2014	<a href="http://www.hmrc.gov.uk/startingup/sme-tax-calendar.pdf">http://www.hmrc.gov.uk/startingup/sme-tax-calendar.pdf</a>
RRK	Self Employer Ready Reckoner Tool	<a href="http://www.hmrc.gov.uk/tools/sa-ready-reckoner/calculator.htm">http://www.hmrc.gov.uk/tools/sa-ready-reckoner/calculator.htm</a>

