

**What is this course about?**

This half day course has been designed specifically for small business. It will give you an understanding of payroll- which records you need to keep and why you need to keep them. It will help you through the maze of Inland Revenue Forms and legislation

**Who is this course for?**

This course is for you if you are new to payroll. It is intended as a forerunner to computerising your payroll.

**How can I prepare for this course?**

You do not need to be used to a computer for this course. It may be useful to prepare any questions that you may have to bring with you, particularly those relating to your particular business and employees.

**What does the Course cover?****Tax Codes**

What is a Tax Code - how and when to apply them—what they mean

**National Insurance**

How to apply different National Insurance table numbers—what it all means.

**Leavers**

How to deal with leavers and what forms you should complete

**New Employees**

How to deal with new employees and what forms you should complete.

**Week 1 Basis**

What does it mean—when you should apply this.

**Inland Revenue**

How and when you should be making payments.

**Tax Credits**

How to pay and deal with these.

**Year End**

What you need to do at the Tax year end. What forms to complete. Important dates and deadlines.

**Record Keeping**

What records you need to keep—what forms you need to issue.

To reserve your place or call for advice  
( 01432 761884

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