

Thinking of taking someone on...?



Introduction

As your business takes off you may need to employ other people... but you don't have to do it on your own.

We can help you.

We'll work with you to get your payroll started.

The leaflet gives you an outline of what we offer.

Employing others



As an employer you'll move into a different business league, bringing demands as well as rewards. You become the key player in making sure that your employees (and your business) pay their tax and National Insurance contributions.

We'll provide you with all the necessary information, guidance and help to calculate these deductions and tell you how and when these should be paid to the Inland Revenue. We can keep you on the right tracks by offering help from the very start.

At the end of each tax year you will need to fill in an end of year payroll summary for the Inland Revenue to account for payments you have made to and deductions from employees during the year.

It is essential to keep accurate records for both your business and your employees.

To make life easier you may want to use a payroll software package, Internet payroll service or payroll bureau to help you run your payroll.

There are a number of accredited payroll software packages available. For further information on payroll software and the electronic business we offer please see the helpsheet 'Electronic Business' included in this pack.

You may however choose to employ the services of a bookkeeper or an accountant. What ever your choice it is important to remember that you, as the employer,

are still responsible, even if you do not prepare the records yourself.

The next section in this leaflet and the helpsheets enclosed provide more information about the help available.

Support available

You may well need guidance on many aspects of your payroll, not only as you start out but also as your business develops.

We offer a range of support to suit all needs. Our advisors won't confuse you with technicalities and jargon, their aim is to help you meet your obligations correctly first time and avoid the risk of problems occurring.

Telephone Helpline - 0845 60 70 143

Our dedicated advisors are available so that your payroll queries can be answered at a time to suit you. Opening hours are:

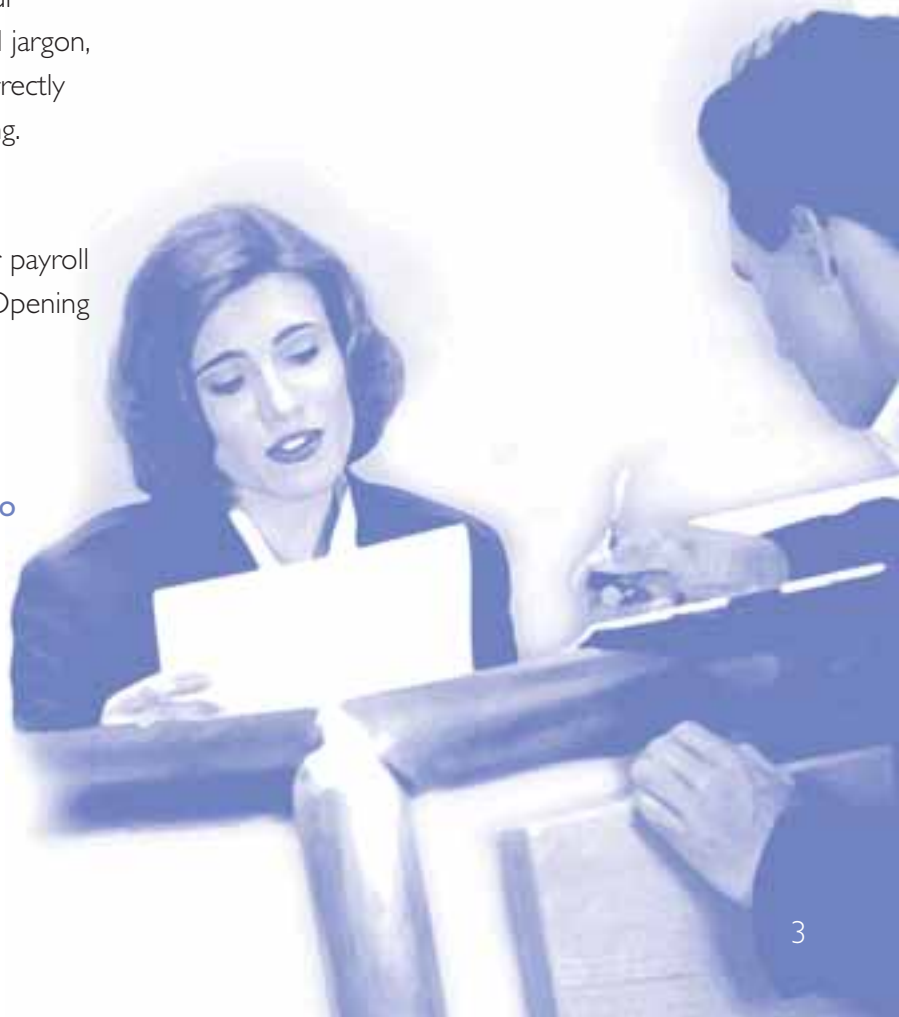
Monday - Friday 8am - 8pm

Saturday - Sunday 8am - 5pm

Textphone 0845 602 1380 (for employers who are deaf and hard of hearing)

Business Support Teams

We have a nation-wide network of Business Advisors ready to provide detailed guidance on a wide range of payroll issues.



They run workshops, put together with the busy employer in mind, and offer one-to-one visits at mutually convenient times and places.

See the helpsheet Business Support Team in this pack for details of this service.

Forms and Guidance

We provide a range of other forms and guidance for employers too and we will provide you with a CD-ROM containing these and interactive applications. And, we supply a backup Helpline service for any technical queries.

If you are connected to the Web you can look at our employer material at

www.inlandrevenue.gov.uk/employers/download.htm

Your New Employer's Starter Pack will also contain an Order Form for the Employers Orderline where you can order by Internet, fax or phone.

We will send you copies of our Employer's Bulletin three times a year to give news on issues affecting payroll.

If you have recently started in business and need some help and guidance on your business needs we have a Starting in Business Pack. If you haven't already seen one please call our Helpline for the newly self employed on 08459 15 45 15 and ask for a copy together with our free video.



Other sources of help

We recognise that tax and National Insurance deductions are not the only responsibilities you will be taking on as an employer.

On the back of this leaflet we have provided a few useful contact numbers to help you on your way.

Your next step - It's up to you!

If you do decide to employ someone the first thing you need to do is telephone our New Employers Helpline on 0845 60 70 143 to let us know.

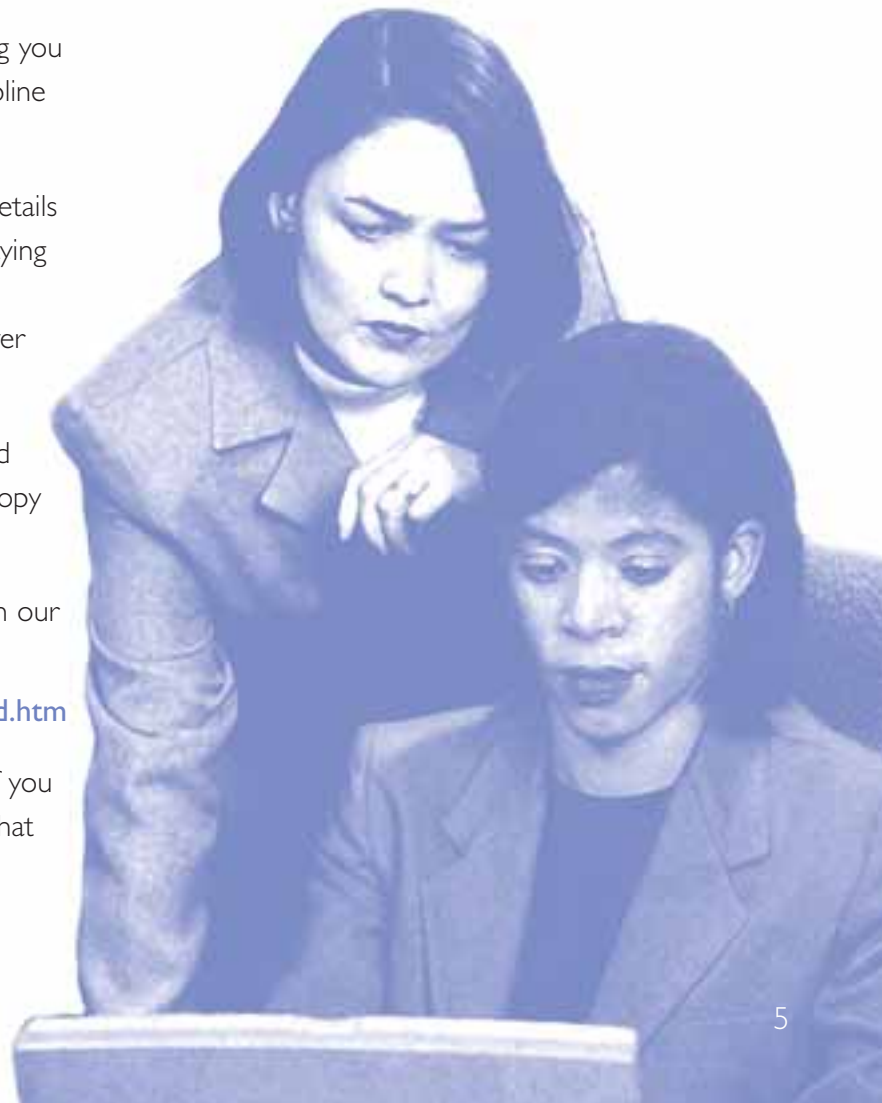
The Helpline advisor will ask you for some basic details about your business including whether you are paying at a rate that means you need to deduct tax and National Insurance and arrange for a New Employer Starter Pack to be sent to you.

This pack will contain all the instructions, tables and forms you will need to get you started and your copy of the Employer's CD-ROM.

You will also find an electronic copy of the pack on our web site

www.inlandrevenue.gov.uk/employers/download.htm

But don't forget - we are only a phone call away if you need any help, or perhaps just some reassurance that you're on the right track.





Useful Contacts

including other areas of responsibility

New Employers

Helpline 0845 60 70 143
Mon - Fri 8am - 8pm
Sat - Sun 8am - 5pm
Textphone 0845 602 1380
(for employers who are deaf and hard of hearing)

Employer's Orderline

Orderline 0845 7 646 646
Mon - Fri 8am - 8pm
Sat 10am - 1pm
website -
www.inlandrevenue.gov.uk/employers/emp-form.htm

National Minimum Wage

Helpline 0845 6000 678
Mon - Fri 8am - 6pm
Orderline 0845 845 0360
7 days a week 8am - 10pm

Electronic Business Unit

Helpline 0845 60 55 999
Mon - Fri 8am - 10pm
Sat - Sun 10am - 6pm
e-mail helpdesk@ir-efile.gov.uk
www.inlandrevenue.gov.uk/ebu/ebu2.htm

Payroll Standard

Helpline 0845 915 9146
Mon - Fri 9am - 4pm

Stakeholder Pensions

Helpline 0845 7 143 143
Mon - Fri 8am - 8pm
Sat - Sun 8am - 5pm

Accounts Office Shipley

01274 530750

Accounts Office Cumbernauld

01236 736121

Local Inland Revenue Offices

To find the number of your local Inland Revenue office, look in the Phone Book under 'Inland Revenue'.



Employer's Website

To visit the Employer's website, go to www.inlandrevenue.gov.uk and click on 'Employers'.

Here you will find

- access to a wide variety of information for employers, and
- access to the Internet version of the Employer's Orderline

Health and Safety Executive

Information line 08701 54 55 00

website - www.open.gov.uk/hse/hsehome.htm

Advisory Conciliation and Arbitration Service (ACAS)

020 7396 5100

Business Support Teams

Business Support Teams help employers to understand what to do when they are operating a payroll, what records to keep, when returns will be due and when to send in information.

This free help is designed with employers in mind, to reassure them that they understand their responsibilities to the Inland Revenue, give them confidence that they are doing the right things and enable them to get on with what they really want to do - make a success of their business.

The Inland Revenue has Business Support Teams throughout the UK. There is a Business Support Team which is dedicated to helping employers in your area.

Specifically trained Business Advisors offer free help in two main ways, through face to face consultation or in workshops on specific topics.

In Person

The face to face consultations can be held at your business premises. The Business Advisor will discuss with you the Inland Revenue issues about which you would like more information or where you would like an explanation of what you have to do.

Training Workshops

Workshops are a good way to ensure that you remember information. They are run in small groups of people in similar situations to your own. You will learn about a specific topic, you will be able to practice some examples and you will have reference material to take away with you.

There are 13 separate free workshop topics to help employers. The subjects range from the basics of what to do when you take on employees, how to pay Statutory Sick Pay, through to calculating National Insurance Contributions for Directors and paying expenses and benefits to your employees. There is also help on paying Tax Credits and the Construction Industry Scheme.

Where to get help

To find details of your local Business Support Team :

Visit our website at

www.inlandrevenue.gov.uk/bst/index.htm

or Call the Employer's Helpline on 0845 60 70 143 and ask for details of your local Business Support Team.



New Employer's Helpline

If you're thinking about taking on an employee, there's a special Helpline, **0845 60 70 143**, to help you find your way round the PAYE (Pay As You Earn) system. You'll find things easier if you get them right from the start so we'll give you all the guidance and support you need, when you need it. Calls are confidential and we are open from **8am to 8pm Monday to Friday, and from 8am to 5pm at the weekends.**

When should I call the special Helpline?

- if you'd like some information before becoming an employer
- as soon as you've taken on your first employee so we can send you a New Employer's Starter Pack
- whenever you want some help with PAYE and National Insurance Contributions (NICs)
 - call as often as you like.

What will you do for me?

- answer any questions you might have
- send you a New Employer's Starter Pack, tailored to meet your specific needs
- put your mind at rest if you're feeling a little nervous about being a new employer

If you wish, the Helpline can also arrange for you to attend a free seminar on any of a range of payroll topics run by our Business Support Team (BST).

Or, if you'd prefer a visit that's no problem either - we can arrange for a free "one to one" with a BST colleague to see you at a place that suits you.

We will normally be able to fix a meeting within two working days of your call and all our services are free.

We want to help you as soon as possible, because getting help early on should save you time and worry and help you get it right first time.

So, if you have any queries or concerns about becoming an employer or you're still not quite sure what you need to do, please give us a call on **0845 60 70 143**.

Business Support Teams Helping Employers to Get It Right

The Inland Revenue currently offers a range of e-business services.

We continually develop them and add new ones. Our aim is to provide for you e-business services that are efficient and customer friendly so that you can do e-business with us quickly, securely and at your convenience.

Doing e-business with us speeds up processing, provides a secure method of transmission and can cut out paper altogether. It offers mutual advantages for both you as an employer and us.

It can also bring benefits for your employees. For example we can get an employee's tax code to you electronically within a matter of hours. The paper process alternative takes considerably longer.

In time all employers will be required to send us end of year returns electronically. So why not start doing e-business now? It's quick, convenient and secure.

Internet services for PAYE

www.inlandrevenue.gov.uk/ebu/ebu2.htm

In February 2001, we introduced an Internet service for PAYE. This service enables employers, agents and payroll bureaux to send and receive a range of forms and returns over the Internet. It is particularly suited to small and medium sized employers.

Paying tax electronically

Electronic payments are more efficient and secure than payment by post.

We can accept payment by a range of methods but recommend payment made electronically by BACS, CHAPS or through your bank's Internet/Telephone Banking service. We can also accept payment by debit card over the Internet.

Where to get help

To find out more about our e-business services, including any technical queries relating to your Employer's CD-ROM, contact the Electronic Business Helpdesk

Email helpdesk@ir-efile.gov.uk Tel 0845 60 55 999

The Electronic Business Helpdesk is available on weekdays between 8am and 10pm and weekends between 10am and 6pm.

Textphone 01274 534600 Fax 01274 534618

Write to us Inland Revenue, Electronic Business Unit, Crown House,
Victoria Street, Shipley, West Yorkshire, BD17 7TW

Or come and visit us. Find out where we will be on our "Forthcoming Events" page at www.inlandrevenue.gov.uk/ebu2.htm

