



Newly self employed

If you have just set up your own business, it can seem that there are so many things to do. Use our checklist to help you along the way

If you need any help with anything then please contact us

To do	Done
Register with HMRC http://www.hmrc.gov.uk/selfemployed Call: 0845 915 4515 You need to do this within 3 months	
Give your tax reference and National Insurance number to your tax advisor	
Open a bank account- your business and personal transactions need to be kept separate	
If you employ people register as an employer 0845 60 70 143.	
Start a system for bookkeeping (the tax year starts 6 th April – 5 th April)	
Submit a tax return and pay tax by 31 st January every year	
Register to pay class 2 National Insurance Contributions 0845 915 4655	
Get Business cards printed (and any other stationery)	
Get a Website	

Email: enquiries@solutionsbookkeeping.co.uk

Tel: 0845 838 7334