NAVIGATE THE COMPLEXITY OF TAX

Tolley®Guidance
tolley.co.uk/guidance
Embracing anything new is always difficult, embracing something you know little or nothing about can feel like you’re venturing into darkness alone. Tolley® Guidance will carefully guide you through the specific activities and transactions that are undertaken by tax practitioners.

Tolley® Guidance is split into six modules which focus on different areas of taxation: Personal Tax, Owner-Managed Businesses, Corporate Tax, IHT, Trusts & Estates, VAT and Employment Taxes. These modules can be subscribed to individually or together giving you the ability to tailor your solution to meet your needs.

Tolley® Guidance is designed to provide comprehensive information to help all levels of staff from junior employees to long serving partners. The tools you need to deal with common and complex client situations on a daily basis are structured in:

**Focused guidance notes**

The guidance notes are written in plain English and enable practitioners to undertake activities that they have not undertaken before. The notes build in complexity so that they start with the fundamentals and then work up to the more complicated nuances involved. In fact, the notes are so easy to understand and follow, that they can also be used to educate your clients around issues and opportunities, helping you to develop a stronger relationship with your client.

**Template documents & pro-formas**

Our pre-loaded template documents and pro-formas can dramatically reduce the amount of time spent on each assignment and ensure that you and your organisation remain as profitable as possible. Simply open the templates, fill in the blanks and print them.
Worked examples
Numerous worked examples allow you to see how the numbers in a specific case work in practice.

Bite-sized video lectures
Bite-sized training videos prepared by some of the UK’s best-known tax training lecturers. The videos introduce the subject, teach you the underlying principles and provide a quick test at the end to gauge comprehension. The videos not only help you with the work you undertake but can also be used as an internal training solution for you and your team.

HMRC manuals and legislation
In each area, all of the relevant legislation and HMRC guidance are available, enabling you to dig into the source material and give you the confidence that everything has been covered.

News
Life as a tax practitioner can be busy, that’s why we’ve made it easier for you to keep up-to-date with the latest changes in taxation. The news section will keep you abreast of any new developments that may affect the work you are undertaking in the future. Our news analysis also helps identify planning opportunities too.

Key benefits of Tolley®Guidance
> Rely on our experience – our content is written by some of the leading lights in the tax world, as well as our experienced in-house writers, to ensure that you are adopting best practice for a comprehensive range of client issues.
> Implement more efficient working practices – by having the most accurate tools to hand you are able to get the job done quickly and in line with best practice, which saves time and strengthens relationships with clients.
> Appeals to all levels – whether you are at the beginning of your tax career or in a more senior role but working in an unfamiliar area, Tolley®Guidance can be used to improve your confidence, experience and decision making skills.
> Save time and money – by reducing the amount of work that has to be referred on to others and enabling junior staff to take on more client facing work therefore, saving valuable manager time.
> Increase fee earning potential – Tolley®Guidance news analysis helps you to identify new fee opportunities and to maximise your earnings potential. Our team analyses the latest tax developments to highlight ideas that can be presented to existing and potential clients. Keep an eye on the ‘New and Amended content’ box on the front page of each module or set up news alerts to have these sent straight to your in-box.

For more information please speak to your Tolley Account Manager, visit toley.co.uk/guidance or call 0330 161 1234
Tolley® Guidance is an online service for tax professionals, which has been specifically designed to assist you when undertaking tax work.

"These days you can’t just risk using a standard search engine but need a proper research tool like Tolley® Guidance."
Mark Moore, Tax Partner, Rayner Essex LLP

Personal Tax Module

The Tolley® Guidance Personal Tax module is your essential partner, whether you are completing or reviewing tax returns, or dealing with tax planning work.

Unlike a book, the tax compliance topics are structured around the pages of the tax return to help you browse to exactly what you need. This is also where you will find the fundamental knowledge of tax concepts on which personal tax planning is based.

The planning topics build on these fundamentals, covering key themes such as year end planning, family tax planning and advice to clients coming to the UK or going overseas.

To save you time, all of the guidance notes contain pin point links to:

- The underlying sources, be that the legislation, case law or HMRC materials
- Worked examples, checklists, flowcharts, proformas and template letters
- Other guidance notes, both within the Personal Tax module and within the other modules of Tolley® Guidance
- Our key titles, such as Simon’s Taxes, Tolley’s Income Tax, Tolley’s Capital Gains Tax and Taxation so that you can read further commentary on a particular area as appropriate

For a more detailed biography of our consultant editors and authors, please visit toley.co.uk/guidance
Complete coverage for your needs
Tolley® Guidance Personal Tax Module contains a comprehensive range of easily accessible personal tax information including:

**Main tax return**
- Interest
- Dividends
- Pension received
- Social security benefits
- Other income
- Pre-owned asset tax
- Pension contributions
- Charitable giving
- Blind person’s allowance
- High income child benefit charge
- Student loan repayments
- Underpaid or overpaid tax

**Additional information supplementary pages**
- Savings income
- Distributions
- Post-cessation receipts and expenses
- Share schemes
- Employment lump sums
- Foreign earnings
- Other tax reliefs
- Personal allowances
- Income tax losses
- Pensions
- Tax avoidance schemes

**Other supplementary pages**
- Employment
- Self employment
- Partnerships
- UK property
- Foreign
- Capital gains summary
- Residence, remittance etc
- Tax calculation summary

**Administration and compliance checks**
- Administration
- HMRC powers - compliance checks
- HMRC campaigns and disclosure opportunities
- HMRC taskforce visits
- Business records checks
- Checks on returns
- Contractual disclosure facility
- Single compliance process
- Employer compliance checks
- Determinations
- Dispute resolution procedure
- Penalties for inaccuracies in returns
- Penalties for failure to notify
- Penalties for offshore matters
- Interest and penalties for late paid tax
- Deliberate defaulters
- Appeals
- Risk management

**Year end tax planning for individuals**
- Income tax
- Capital gains tax
- National insurance contributions
- Overseas aspects
- Claims and elections

**Family tax planning**
- Marriage & civil partnerships
- Separation and divorce
- Family home
- Tax credits

**Tax efficient investments**
- Enterprise investment scheme
- Other tax efficient investments
- Pension planning

**Overseas tax planning**
- Leaving the UK
- Coming to the UK
- Non-domiciliaries
- Remittance rules

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Tolley®Guidance is an online service for tax professionals, which has been specifically designed to assist you when undertaking tax work.

Owner-Managed Businesses Module

The Tolley®Guidance Owner-Managed Businesses module tackles the myriad of tax issues faced by entrepreneurs and their businesses. It provides in-depth practical material to help you deal with compliance effectively and efficiently whilst identifying and executing planning opportunities.

Find the rules on how sole traders, partnerships and companies are taxed. Understand the risks and opportunities created by the interaction of income tax, NICs, corporation tax, VAT and stamp duties. The topics cover the entire lifecycle of a business, from considering the appropriate business structure, investing and extracting profits efficiently, to succession planning.

Turn to the module’s guidance on dealing with HMRC investigations and its array of campaigns, taskforces and initiatives, for reliable advice on how to handle them. From HMRC enquiries, the module provides commentary all the way to appealing HMRC’s decision at tribunal.

Each topic contains detailed guidance with extensive links. Click through to the statute, case law, HMRC manuals and other source materials. Save time by using the worked examples, templates, pro-formas and videos. And stay up-to-date with the latest developments through the tailored news and analysis feed.

"This product is excellent and very user-friendly. I deal with a lot of Owner-Managed Businesses and this module in particular has all I need to hand...”

Steven F. Taylor, Partner, Murray Taylor

For a more detailed biography of our consultant editors and authors, please visit toley.co.uk/guidance
Complete coverage for your needs
Tolley® Guidance Owner-Managed Businesses module contains a comprehensive range of easily accessible information on the following topics:

**Computation of taxable profit**
- Adjustment of profit
- Simplified cash basis
- Capital allowances
- Trading activities

**Sole traders**
- Current year basis
- Relief for trading losses
- Averaging of profit
- National insurance
- Tax return
- Planning for sole traders

**Partnerships**
- Overview
- Profit allocation
- Changes of partner
- Partnership losses
- Partnership gains
- Limited Liability Partnerships
- National insurance
- Tax returns
- Planning for partnerships

**Small companies**
- Corporation tax compliance
- CTSA
- Disclosure of tax in company accounts
- Corporate debt
- Intangible fixed assets
- R&D expenditure
- Relief for trading losses
- Close companies
- Extraction of profit
- Share schemes for SMEs
- Tax incentivised investment
- Personal service companies

**Property businesses**
- Trading or investment
- Taxation of property income
- Property investment companies
- Leases

**Business start ups & incorporation**
- Starting in business
- Trading vehicles
- Acquiring premises
- Personal service companies
- Setting up overseas
- Incorporation

**Sale & acquisition of a business**
- Selling the family business
- Close a company down
- Passing on the family business
- Valuation of the business
- Purchase by a company of own shares
- Buying a company or trade
- Management buy-outs
- Demergers
- HMRC clearances
- Anti-avoidance

**Special businesses**
- Solicitors & barristers
- Doctors & dentists
- Farmers
- Construction industry

**OMB Tax Investigations**
- HMRC powers in relation to compliance checks
- HMRC campaigns and voluntary disclosure opportunities
- HMRC taskforce visits
- Business record checks
- Checks on returns
- Contractual Disclosure Facility
- Single compliance process
- Employer compliance
- Determinations
- Dispute resolution procedure
- Penalties for inaccuracies in returns
- Penalties for failure to notify
- Interest and penalties on late paid tax
- Appeals
- Risk management

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Tolley® Guidance is an online service for tax professionals, which has been specifically designed to assist you when undertaking tax work.

“The logical structure of the modules on Tolley® Guidance caters perfectly to the technical requirement of our practice. The package is an excellent guide with ease of use and clarity of content....”

Sailesh Shah, Partner, Flemmings Chartered Accountants

VAT Module

The Tolley® Guidance VAT module provides you with practical assistance to understand the VAT issues for domestic and international business transactions. The easy-to-search online service offers businesses and tax practitioner’s practical tools and up-to-date information on all aspects of VAT. Find information and guidance for a wide variety of transactions, including land and property, and cross border supplies of goods and services. Determine the correct VAT treatment for all sorts of situations. Save time on routine tasks such as completing VAT returns and declarations. Avoid mistakes when you advise on more complex issues including cross-border transactions and recovering VAT on M&A activities. Complete your understanding with a general overview of customs duty reliefs and other indirect taxes, also included in the Tolley® Guidance VAT module.

For a more detailed biography of our consultant editors and authors, please visit toley.co.uk/guidance
**Complete coverage for your needs**

Tolley® Guidance VAT module contains a comprehensive range of easily accessible VAT information including:

- **Types of supply**
  - Principles of VAT
  - Supplies of goods and services
  - Zero-rated sales
  - Reduced rated sales
  - Exempt sales
  - Single or multiple supplies
  - Specific types of supply
  - Extra-statutory concessions

- **Registration and deregistration**
  - Registration
  - Group and divisional registration
  - Deregistration

- **VAT accounting schemes**
  - Cash accounting scheme
  - Annual accounting scheme
  - Flat rate scheme
  - Retail schemes
  - Margin schemes
  - Gold scheme

- **VAT returns and accounting compliance**
  - VAT returns
  - Best judgment and unjust enrichment
  - Errors, assessments and charges
  - VAT compliance and bad debt relief
  - VAT reviews
  - Insolvency
  - Anti-avoidance
  - Penalties

- **Input tax**
  - Claiming input tax
  - Partial exemption
  - Capital goods scheme

- **Land and property**
  - Supplies of land and property
  - Option to tax
  - Construction and building services

- **International transactions**
  - Buying goods from overseas
  - Selling goods to overseas countries
  - Cross border supplies of services
  - Foreign VAT refunds
  - Union Customs Code
  - Customs and international trade
  - MTIC and other missing trader fraud

- **Business acquisitions, disposals and restructuring**
  - Transfer of a business as a going concern
  - Mergers, acquisitions and disposals

- **Specific industries**
  - Healthcare
  - Farmers
  - Barristers and solicitors
  - Education
  - Public bodies
  - Other trade sectors

- **Charities and not for profit organisations**
  - Charities
  - Cultural services
  - Cost sharing exemption
  - Disabled individuals

- **Inspections and investigations**
  - HMRC powers
  - Investigations
  - Dispute resolution procedure
  - Senior Accounting Officer
  - Appeals

For more information please speak to your Tolley Account Manager, visit [tolley.co.uk/guidance](http://tolley.co.uk/guidance) or call **0330 161 1234**
Tolley®Guidance is an online service for tax professionals, which has been specifically designed to assist you when undertaking tax work.

Corporate Tax Module

The Tolley®Guidance Corporate Tax module helps you address the tax issues that affect larger companies and multinational groups. Rely on up-to-date practical commentary, worked examples and templates, whether you are working in practice or in an in-house tax team.

Explore the module for information and support on a wide range of topics. From corporation tax compliance matters, to more complex tax advisory issues such as sales, acquisitions and flotations; company reorganisations and demergers; and international tax and transfer pricing.

Let the tax accounting and audit services section guide you through the tax reporting requirements for statutory financial statements, under both UK GAAP and IFRS. Thenconfirm your knowledge by following worked examples of the appropriate disclosures.

Save research time and get solutions fast, by following the links in all the commentary. They take you straight to relevant legislation, HMRC guidance, case law and other sources of useful background information.

“In the time we have been using Tolley®Guidance I estimate that the cost of external consultants has fallen by 50 per cent. That translates to a very good saving for the firm, of about £250 a month.”

Tim Lwin, Senior Tax Manager, Barlow Andrews

For a more detailed biography of our consultant editors and authors, please visit toley.co.uk/guidance
Complete coverage for your needs
Tolley®Guidance Corporate Tax module contains a comprehensive range of easily accessible corporate tax information including:

**Corporation tax compliance**
- Corporation tax computations
- Trading company computations
- Close companies
- Investment companies
- Groups
- Corporate debt
- Corporate asset restriction
- Intangible fixed assets
- Patent box
- Corporate capital gains
- Research and development tax relief
- Creative sector tax reliefs
- Capital allowances
- Tax administration

**Company reorganisations and demergers**
- Demergers
- Company reorganisations
- Purchase by a company of own shares
- HMRC clearances

**International tax and transfer pricing**
- Introduction
- Taxation of foreign profits of companies
- UK tax for non-UK companies
- Setting up overseas
- Overseas parent setting up in the UK
- Tax planning for international groups
- Transfer pricing
- Diverted profits tax

**Tax accounting and audit services**
- New UK GAAP
- Deferred tax and tax disclosures under IFRS/S US GAAP
- for UK companies
- Tax audit

**Tax planning and advice**
- Obtaining finance
- Operating structures
- Tax incentivised investment
- Loss planning
- Year end tax planning
- Equity reward

**Property tax**
- Tax computations
- Planning and transactions
- Leases

**Sales, acquisitions and flotations**
- Selling the company
- Close a company down
- Buying a company or trade
- Management buy-outs
- Flotations
- Valuations
- Stamp Taxes
- VAT on transactions and reorganisations
- HMRC clearances

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“I have only been subscribing to Tolley®Guidance for a matter of months but, in conjunction with Tolley®Library, it has cut typical research time by 40 per cent.”

Tim Lwin, Senior Tax Manager, Barlow Andrews

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Complete coverage for your needs
Tolley® Guidance IHT, Trusts & Estates Module contains a comprehensive range of easily accessible information including:

**Principles of inheritance tax**
- The charge to IHT
- IHT reliefs
- IHT calculation principles
- Gifts with reservation
- Anti-avoidance

**Inheritance tax planning**
- Lifetime planning
- Will planning
- APR planning
- BPR planning
- Property planning

**Trust management**
- Creating a trust
- Administering a trust
- Trust investments
- Trust accounts
- Distribution
- Termination

**Trusts - inheritance tax**
- Tax categories for trusts
- Interest in possession
- Relevant property
- Trusts for young people
- Other special categories
- IHT returns and compliance

**Trusts - income tax and capital gains tax**
- Tax categories for trusts
- Income and expenses
- Income tax for trusts
- Capital gains tax
- Special categories
- Tax returns and compliance

**Estate administration**
- Introduction to estates
- Application for probate
- Administering the estate
- Estate accounts

**Estates - inheritance tax**
- Calculation of IHT on death
- IHT compliance for estates
- Changes to the distribution

**Estates - income tax and capital gains tax**
- Overview of estate tax
- Personal tax after death
- Tax liabilities of the estate
- Beneficiaries’ tax position

**International aspects**
- Cross border estates
- Non UK resident trusts
- Overseas issues for trusts and estate

**Charities**
- Charities administration
- Charities and tax

For more information please speak to your Tolley Account Manager, visit toley.co.uk/guidance or call 0330 161 1234
Employment Taxes Module

The Tolley® Guidance Employment Taxes module helps you to understand and answer the tax, national insurance and employment law questions that relate to employees and payroll operation. Employers, payroll operators, advisers and HR professionals can find practical and wide-ranging help in an easy-to-navigate online service. Get quick resolutions to regular, year-end and one-off compliance issues. Deal more confidently with matters such as employee relocations or termination payments. Answer questions in tricky areas like the taxation of benefits and expenses, the operation of employee share schemes, the mechanics of payroll under the RTI system and cross-border employment.

The Employment Taxes module provides practical tools, advice and up-to-date information to help you solve your employment tax issues. It gives you the complete view of employment tax and law, with useful information on complementary areas of employment law, including the National Minimum Wage, TUPE and automatic enrolment for pensions.

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Complete coverage for your needs

Tolley® Guidance Employment Taxes Module contains a comprehensive range of easily accessible information including:

**Employment income**
Employment status
Earnings

**Benefits and expenses**
Expenses - general principles
Benefits - general principles
Living accommodation etc
Cars, vans etc
Other commuting
Communications
In the workplace
Training, study etc
Social and entertaining
Business travel and relocation
Financial
Disability and health related
Awards and prizes
Miscellaneous
Termination of employment

**National Insurance contributions**
Categorisation of earners
Rates and thresholds

**Special Income Tax / NICs cases**
Particular types of employee
Personal service companies
Managed service companies
Construction industry scheme

**Payroll**
Mechanics of payroll
Expenses procedures
Benefits reporting
PAYE settlement agreements
Apprenticeships levy
Dispensations
PAYE healthcheck
HMRC compliance check
Penalties
Appeals

**Remuneration planning**
Flexible benefits
Salary sacrifice schemes
Reward planning
Disguised remuneration
Schemes - developments

**Share schemes**
Share schemes overview
Quoted companies
Enterprise management incentive scheme
Company share option plans
Share incentive plans
Save as you earn schemes (SAYE)
Unapproved share options
Share awards
Phantom share schemes
Employment-related securities
Reporting for share schemes etc
Disguised remuneration and EBTs
Special situations for share schemes

**Pension schemes**
Pension schemes overview
Automatic enrolment
Registered pension schemes
Non-registered pension schemes
Pension contributions

**Employment law**
Legal status of workers
Employment contracts
Pay
Equality
Dismissal
Disciplinary and grievance procedure
Redundancy and reorganisation
TUPE
Data protection
Health and safety and wellbeing

**International employment taxes**
Key concepts for international tax
Short-term business visitors
Non-UK employers
Coming to the UK
Leaving the UK
Non-domiciliaries
Remittance rules
Double taxation agreements
International secondments
International aspects of NIC
Non-UK Share schemes
Pensions schemes – international aspects

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