Our experts guide you through the latest developments in tax, explaining the implications and what actions are needed for you and your clients.

Think Tax. Think Tolley.
Tolley®Guidance provides practical expertise, delivered in intuitive modules, organised by topic and created by the country’s leading names in taxation.

In your world, where there is no margin for error, Tolley®Guidance provides practical help with examples and template documents that demonstrate how to apply legislation in real-world situations. Designed to simply and quickly give you the information you need, Tolley®Guidance is intuitive to use. Written in clear language, Tolley®Guidance breaks down complex issues into easily digestible modules, with links to source legislation to provide the reassurance that customers demand.

Each module focuses on a different area of taxation: Personal Tax, Owner-Managed Businesses, Value Added Tax, Corporate Tax, IHT, Trusts & Estates and Employment Taxes. Modules can be subscribed to individually or together, meaning that Tolley®Guidance can be tailored to your individual needs. The content of each module mirrors how the tax profession really works, enabling a natural and simple journey through any area of taxation.
Focused guidance notes
Written in plain English, providing solutions where accuracy is essential, the guidance notes start with the fundamentals and work up to the more specialised issues involved. The structure of the notes mirrors real-world workflows, so using them is fast and efficient.

Template documents and pro-formas
Dramatically reducing the time spent on each assignment, these resources ensure that you and your organisation remain as profitable as possible. Simply open the templates, fill in the blanks and go.

Worked examples
Allowing you to see how the numbers in a specific case work in practice, pro-formas, checklists, calculators and workflow documents provide the resources to efficiently resolve any tax matter.

Bite-sized lectures
Prepared by some of the leading names in taxation, these videos introduce each subject, teach you the underlying principles and provide a quick test at the end to prove comprehension. On top of helping you with the work you undertake, the lectures can also be used as an internal training solution for your team.

HMRC manuals, legislation and guidance
Source material is made available in each area, so you can take a deep dive into any aspect of taxation and have confidence that everything has been covered.

News
Life as a tax practitioner can be busy, so we’ve made it easier for you to keep up-to-date with the latest changes in taxation. The News section helps you stay ahead of any new developments that could affect your work in the future, while our news analysis helps you identify planning opportunities.

Tolley®Flowcharts
Our new interactive workflow tool is designed to guide tax practitioners through each tax topic in a practical and structured way. It is an efficient method of quickly and accurately determining how the rules apply to complex areas of tax. Tolley®Flowcharts is the fastest starting point for your tax research, enabling you to find fast answers for specific scenarios, to fact check your interpretation of tax legislation and minimise risk. It can also be used as a training tool, guiding tax practitioners through best practice in unfamiliar areas, because even apparently simple areas of tax can have hidden complexities.

Key benefits of Tolley®Guidance
• Tolley®Guidance combines technical commentary with practical guidance, built on a modular basis so that content can be tailored to suit your particular requirements
• Each module breaks down complex tax issues into easily digestible guidance notes written in plain English, taking you through the issues in a step by step manner
• Tolley®Guidance is the ideal tool for tackling topics that you rarely encounter, or for equipping yourself with key facts before meeting a client
• It includes practical pointers and signposts potential traps, provides worked examples, useful templates - such as letters, checklists, proformas and flowcharts - and bite-sized lectures
• Embedded links to related content enable you to deep dive into the more complex aspects of an issue and understand the relevant tax legislation
• Tolley®Guidance keeps you updated on current developments with a high-level quick read guide to weekly news, the latest Budget and Finance Bill details, tax case trackers and a daily newsfeed direct into your inbox

For more information speak to your Tolley Account Manager, visit tolley.co.uk/guidance or call 0330 161 1234
Personal Tax Module

The Tolley® Guidance Personal Tax module provides practical help and guidance for tax advisers on the completion of personal tax returns and provision of personal tax advice to individuals. It is structured in easy to follow, bite-size sections with worked examples, checklists, flowcharts, pro-formas and template letters supported by links to the underlying sources, legislation, case law and HMRC materials.

The module’s compliance section follows the format of the Tax Return, with notes covering the various sources of income, allowances and reliefs, supporting the completion of the return from start to finish. The administration section covering topics such as late filing and penalties, focusing on the practicalities of bringing a client’s affairs up to date. A large section on planning opportunities and tax efficient investments covers the practical implications of advice, with checklists and templates.

The module covers every situation from smaller customers with relatively simple tax affairs to the complex affairs of High Net Worth Individuals.

“Having that wealth of knowledge provided by Tolley at our fingertips is invaluable. It’s like having a technical partner available 24/7 and there was never any question of using a rival system. I wouldn’t trust any other provider.”

Jamie Favell
Partner, Tax Advisory Partnership

For detailed biographies of our consultant editors and authors, visit toley.co.uk/guidance
The Tolley®Guidance Personal Tax module contains a comprehensive range of easily accessible personal tax information including:

**Topical issues**
- Coronavirus (COVID-19)
- Top talking points
- News round-up
- Cases round-up and tracker
- Finance Bill and Budget

**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

**Administration**
- Reporting income and capital gains
- Self assessment tax return
- Payment of tax
- Anti-avoidance
- Complaints

**Enquiries, penalties and appeals**
- HMRC powers in relation to enquiries
- HMRC campaigns and voluntary disclosure opportunities
- HMRC taskforce visits
- Checks on returns
- Contractual disclosure facility
- Employer compliance checks
- Determinations
- Dispute resolution procedure
- Penalties for failure to notify
- Penalties for failure to file
- Penalties and interest on late paid tax
- Penalties for inaccuracies in returns
- Penalties for offshore matters
- Deliberate and serious defaulters
- Appeals
- Risk management

**Topical issues**
- Coronavirus (COVID-19)
- Top talking points
- News round-up
- Cases round-up and tracker
- Finance Bill and Budget

**Administration**
- Reporting income and capital gains
- Self assessment tax return
- Payment of tax
- Anti-avoidance
- Complaints

**Year end tax planning**
- 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**
- Share investments
- Savings products
- Pension planning

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

For more information speak to your Tolley Account Manager, visit toley.co.uk/guidance or call 0330 161 1234
Owner-Managed Businesses Module

The Tolley® Guidance Owner-Managed Businesses module tackles the complex interplay of an individual’s tax affairs with that of their business. The module focuses on the tax implications at every stage of a business life-cycle, from incorporation to exit.

The module complements the Personal Tax and Corporate Tax modules and provides practical guidance and tips on compliance related issues including tax return completion and planning issues around managing taxable profits. The advisory section concentrates on the typical transactions that advisers come across, including extracting value from the business and incentivising key staff. The module will guide you through dealing with HMRC investigations and how to handle the associated array of campaigns, task forces and initiatives.

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

“It’s most important that we get everything right. What Tolley® Guidance provides is reassurance, and reinforcement of my opinion. We are working in an increasingly litigious environment and under constant scrutiny, so it’s vital to be confident in the advice you are giving.”

Mark Moore
Tax Partner, Rayner Essex

For detailed biographies of our consultant editors and authors, visit tolley.co.uk/guidance
The Tolley®Guidance Owner-Managed Businesses module contains a comprehensive range of easily accessible information on the following topics:

**Topical issues**
- Coronavirus (COVID-19)
- Top talking points
- News round-up
- Cases round-up and tracker
- Finance Bill and Budget

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

**Sole traders**
- Basis periods
- Relief for trading losses
- Averaging of profit
- National Insurance
- Planning for sole traders

**Partnerships**
- What is a partnership?
- Taxation of partnership income
- Taxation of partnership gains
- Changes of partner
- Partnership losses
- Inheritance tax and partnerships
- Limited liability partnership
- Corporate partnership
- Planning for partnerships
- National Insurance

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

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

**Business start ups & incorporation**
- Starting in business
- Acquiring premises
- Setting up overseas
- Incorporation

**Sale & acquisition of a business**
- Selling the family business
- Closing 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
- Stamp taxes

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

**Administration**
- Self assessment tax return
- Payment of tax
- Anti-avoidance
- Complaints

**Enquiries, penalties and appeals**
- HMRC powers in relation to enquiries
- HMRC campaigns and voluntary disclosure opportunities
- HMRC taskforce visits
- Checks on returns
- Contractual disclosure facility
- Employer compliance checks
- Determinations
- Dispute resolution procedure
- Penalties for failure to notify
- Penalties and interest on late paid tax
- Penalties for late filing
- Penalties for inaccuracies in returns
- Penalties for offshore matters
- Deliberate and serious defaulters
- Appeals
- Risk management
- Tax governance

For more information speak to your Tolley Account Manager, visit toley.co.uk/guidance or call 0330 161 1234
**Value Added Tax Module**

The Value Added Tax module provides tax professionals and accountants with accessible and practical guidance on a wide range of VAT issues. It caters to practitioners who advise multiple businesses as well as those who work in-house on the tax affairs of a single business. The module comprises guidance and analysis of the VAT issues relevant in a wide range of scenarios, with practical points and tips. It also guides users through compliance and reporting requirements associated with VAT.

Content is organised logically, with sections that reflect real-world workflows, starting with simple transactions and moving on to consider some of the special VAT schemes and how businesses can recover VAT, as well as covering more specialised areas of VAT such as land and property and international transactions.

This module will help you determine the correct VAT treatment in the most complex situations and saves time on routine tasks like completing VAT returns and declarations.

**In my opinion there is no better system on the market. I think the competition is poor. We had Tolley® Guidance on trial for a month and liked it. It’s intuitive, easy to access and everything I need is there.**

Mark Moore
Tax Partner, Rayner Essex

---

For detailed biographies of our consultant editors and authors, visit [tolley.co.uk/guidance](http://tolley.co.uk/guidance)
The Tolley®Guidance Value Added Tax module contains a comprehensive range of easily accessible VAT information including:

**Topical issues**
- Coronavirus (COVID-19)
- Top talking points
- News round-up
- Cases round-up and tracker
- Finance Bill and Budget

**VAT returns and accounting compliance**
- VAT returns
- Best judgment and unjust enrichment
- Errors, assessments and charges
- VAT compliance and bad debt relief
- Making tax digital
- VAT reviews & checklists
- Insolvency
- Anti-avoidance
- Anti-avoidance reverse charge

**Input tax**
- Claiming input tax
- Partial exemption
- Capital goods scheme
- Holding companies
- Business promotion schemes
- TOGC

**Land and property**
- Supplies of land and property
- Option to tax
- Buildings and construction

**International transactions before 31 December 2020**
- Buying goods from overseas
- Selling goods to overseas countries
- Cross-border supplies of services
- Foreign VAT refunds

**International transactions from 1 January 2021**
- Exports
- Imports
- Cross-border services
- Foreign VAT refunds
- Northern Ireland

**Specific sectors and other matters**
- Healthcare
- Farming and agricultural activities
- Barristers and solicitors
- Education
- Public bodies
- Charities
- Cultural services
- Disabled individuals
- Other trade sectors
- Other indirect taxes

**Enquiries, penalties and appeals**
- HMRC powers
- Inspections
- Investigations
- Dispute resolution procedure
- Senior Accounting Officer
- Penalties for failure to notify
- Penalties for inaccuracies in returns
- Penalties and interest for late filing and payment
- VAT wrongdoing
- Other VAT penalties
- Deliberate and serious defaulters
- Appeals

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

The Tolley® Guidance Corporate Tax module provides practical help for tax advisers working with companies and groups in the UK and internationally. It is designed to cater to the specific range of requirements that come with working in practice or with an in-house tax team. Content covers everything from advising small to mid-size firms with relatively straightforward compliance requirements, to advising large groups on issues such as sales, acquisitions, flotations, company reorganisations, demergers, international tax and transfer pricing.

The module’s compliance section contains guidance for those involved in preparing the annual tax computation and return, including practical information on tax provisioning and disclosure for accounting purposes. The commentary in the advisory section follows practical real-world workflows, guiding tax advisers through the various issues and pitfalls they will need to consider. Each section contains detailed guidance and extensive links. Click through to the statute, case law, HMRC manuals and other source materials. Save time with templates and pro-formas and test your knowledge by following worked examples of the appropriate disclosures.

"I like Tolley® Guidance because it is easy to navigate and provides the practical assistance, templates and examples which are hard to find in other places."

Robert De La Rue
Group Head of Tax, Jardine Motors Group

For detailed biographies of our consultant editors and authors, visit toley.co.uk/guidance
The Tolley®Guidance Corporate Tax module contains a comprehensive range of easily accessible corporate tax information including:

**Topical issues**
- Coronavirus (COVID-19)
- Top talking points
- News round-up
- Cases round-up and tracker
- Finance Bill and Budget

**Corporation tax compliance**
- Corporation tax computations
- Adjustment of profit
- Trading losses relief
- Close companies
- Investment companies
- Groups
- Corporate debt
- Corporate interest restriction
- Intangible fixed assets
- Patent box
- Corporate capital gains
- Research and development tax relief
- Creative sector tax reliefs
- Capital allowances

**Tax accounting and audit services**
- New UK GAAP
- Deferred tax and tax disclosures under IFRS
- 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
- Closing a company down
- Buying a company or trade
- Management buy-outs
- Flotations
- Valuations
- Stamp Taxes
- HMRC clearances

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

**International tax and transfer pricing**
- Introduction
- Taxation of foreign income 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 and profit fragmentation
- Diverted profits tax

**Administration**
- Self assessment for companies
- Payment of tax
- Anti-avoidance
- Complaints

**Enquiries, penalties and appeals**
- HMRC powers in relation to enquiries
- HMRC taskforce visits
- Checks on returns
- Contractual disclosure facility
- Employer compliance checks
- Determinations
- Dispute resolution procedure
- Penalties for failure to notify
- Penalties and interest on late paid tax
- Penalties for late filing
- Penalties for inaccuracies in returns
- Penalties for offshore matters
- Deliberate and serious defaulters
- Appeals
- Risk management
- Senior accounting officer
- Tax governance

For more information speak to your Tolley Account Manager, visit toley.co.uk/guidance or call 0330 161 1234
IHT, Trusts & Estates Module

The Tolley® Guidance IHT, Trusts and Estates module provides comprehensive advice on private client matters. It covers inheritance tax in its entirety, as well as income tax and capital gains tax as they apply to trusts and estates. The module also deals specifically with inheritance tax planning, including a new topic devoted purely to agricultural and business property relief.

Guidance notes are linked to the appropriate technical guidance. In addition to taxation, it includes material on the law and administration of trusts and estates and on topics such as intestacy, applying for probate, trustees’ powers, international aspects and charities.

For practitioners who are unfamiliar with this specialist area, it explains complex concepts in plain language enabling you to deal with compliance matters and tax planning queries without referring to an expert, as well as to communicate the relevant issues to clients. The module’s detailed examples demonstrate the effect of the rules on real-world workflows.

For specialist private client practitioners, the module goes far beyond the summary of legislation found in other tax publications and provides practical guidance on the effect of the law on topics such as vulnerable beneficiaries, the tax pool, gifts with reservation and trusts for children.

“Tolley® Guidance has proved very cost effective because it is enabling us to keep more research in-house. In the time we have been using Tolley® Guidance I estimate that the cost of external consultants has fallen by 50 per cent.”

Tim Lwin
Senior Tax Manager, Barlow Andrews

For detailed biographies of our consultant editors and authors, visit toley.co.uk/guidance
The Tolley®Guidance IHT, Trusts & Estates module contains a comprehensive range of easily accessible information including:

**Topical issues**
- Coronavirus (COVID-19)
- Top talking points
- News round-up
- Cases round-up and tracker
- Finance Bill and Budget

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

**BPR and APR**
- BPR principles
- BPR planning
- APR principles
- APR planning

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

**Trust management**
- Creating and changing a trust
- Trust management and distribution
- Trust accounts
- Role of trustee

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

**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 the grant
- 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**
- Income tax for estates
- Capital gains tax for estates
- Tax compliance for estates

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

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

---

For more information 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 provides guidance for practitioners giving advice on employment taxes and to those providing payroll services to clients. The module begins by focusing on the PAYE and NIC implications of different types of payments to employees, including cash and non-cash earnings, benefits in kind and reimbursed expenses. It also gives guidance on reporting requirements and penalties for non-compliance. A comprehensive section on remuneration planning, share schemes and off-payroll working will guide you through some of the most complex areas of tax. The Employment Tax module also gives a high-level overview of employment law topics relevant to anyone working in employment tax.

The module goes on to cover international employment taxes in relation to employees coming to the UK, those going overseas to work and other complications such as pensions and international social security for those individuals.

“It’s the quality of information provided by Tolley® Guidance that I like most. When you are trusted by long-standing clients to provide expert advice there is no margin for error. It is crucial to invest in the best information resource.”

John Elliott Tax
Partner at BWMacfarlane

For detailed biographies of our consultant editors and authors, visit toll.co.uk/guidance
The Tolley®Guidance Employment Taxes module contains a comprehensive range of easily accessible information including:

**Topical issues**
- Coronavirus (COVID-19)
- Top talking points
- News round-up
- Cases round-up and tracker
- Finance Bill and Budget

**Employment income**
- Employment status
- Earnings
- Particular industries and types of employee

**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

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

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

**Trusts - income tax and capital gains tax**
- Overview of indirect and third party employment relationships
- Agency workers
- Off payroll working in the public and private sectors
- MSCs
- Off payroll working (IR35) — Personal Service Companies
- CIS

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

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

**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
- Data protection
- Health and safety and wellbeing

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

For more information speak to your Tolley Account Manager, visit toley.co.uk/guidance or call 0330 161 1234
Tolley is dedicated to guiding and empowering you through every stage of your career. We have been the definitive voice on the UK tax market for 100 years, that’s why when tax professionals are looking for certainty, they rely on Tolley’s depth of experience for concrete answers. Our content is always up to date, always accurate, always simple to use - providing personalised, focused answers exactly when you need them.

Think Tax. Think Tolley.