



**JobShop
guide to:**

Self Employment

Being Self Employed

If you have decided to work for yourself or have applied for a job that requires you to be self employed you will be responsible for sorting out your own tax and national insurance. You will also need to fill in an annual tax return every April (declaring your profits and expenses). This allows HM Revenue & Customs (HMRC) to work out how much you need to pay.

What you need to do:

You need to register as self-employed within three months of starting work. You cannot register before you start work unless you have started to advertise your services.

- To register, the easiest step is to call **0845 915 45 15 (Helpline for the Newly Self Employed)**.
- Please have your **National Insurance Number** and **Start Date** ready.
- They are open Mon – Fri 8am – 8pm, Sat/Sun 8am – 4pm.
- Alternatively you can use the HMRC Starting up in Business website: www.hmrc.gov.uk/startingup/register.htm .
- Once you have registered you will be eligible for free help and support with the Helpline for the Newly Self-Employed: **0845 915 45 15**.

If you would like to attend a free workshop on becoming self employed for beginners:

- Call the Helpline for the Newly Self-Employed on **0845 915 45 15** .
- or you can [book a workshop online](http://www.hmrc.gov.uk/startingup/bus_sup.htm) www.hmrc.gov.uk/startingup/bus_sup.htm .

Further Help

- Helpline for the Newly Self-Employed:
0845 915 45 15

Open from 8am to 8pm, Monday to Friday and 8am to 4pm Saturday and Sunday. Call for starting up a business, advice on tax and National Insurance and loads more.

- For help filling in tax returns visit the HM Revenue & Customs' Website
<http://www.hmrc.gov.uk/sa/selfemp.htm#3>
- www.businesslink.gov.uk gives you practical help and guidance on starting up businesses
- National Council for Graduate Entrepreneurs:
<http://www.ncge.com>

Please note:-

- **Students from non EEA countries usually have Visa conditions that DO NOT allow them to work on a self employed basis. Please check with either the University International Office or [http://www.ukcisa.org.uk/student/info_sheets/working_during_studies.php#what kind of work](http://www.ukcisa.org.uk/student/info_sheets/working_during_studies.php#what_kind_of_work)**
- **This information sheet is for general information only and was created to support you working part time as opposed to starting your own business on graduation.**