

Checklist: setting up as self-employed

To set yourself up as self-employed there are several things you must do. Make sure that you:



- ☐ Register straight away for Self Assessment with HM Revenue & Customs (HMRC) so they can set up your tax and National Insurance records
- ☐ Obtain any permits and planning permission that you may need from your local authority
- ☐ Contact Land and Property Services to find out whether you need to pay business rates
- ☐ Contact HMRC to register for VAT if you expect to have turnover of more than £85,000 a year
- ☐ Register with HMRC for PAYE (Pay As You Earn) if you employ staff
- ☐ Register with HMRC if you are a contractor or subcontractor in the construction industry
- ☐ Set up a financial record-keeping system
- ☐ Put your name on all your business stationery, including letters, invoices, receipts and cheques