

Booking Terms & Conditions for Blue Sky Training Seminars & Events

Completed booking forms online and requests for reservations create legally binding obligation to pay irrespective of attendance at the event.

Payment must be received prior to attendance and we reserve the right to refuse entry to any delegate who has not paid prior to attending the event.

Cancellations must be made in writing and no refund will be given for cancellations made within 5 working days. Substitute delegates can however be sent on the day.

If Blue Sky Training cancel the seminar a full refund will be given to all delegates.

Requests to transfer to attend a different seminar must be made in writing at least 5 working days prior to the date of the original seminar booked. Blue Sky Training will endeavour to meet the request if possible.

If you have any queries regarding the Terms & Conditions please do not hesitate to contact Anna Harkness.



Practical PAYE

This Payroll course will teach you the basics of a manual PAYE system which is invaluable if you need to understand how PAYE works or if you are running your own business and have employees. The course will give you the confidence & skills needed to calculate PAYE & NIC deductions for employees together with an understanding of when statutory payments such as statutory sick pay have to be made.

The course will cover:

- Brief review of basic tax & NIC's calculations;
- Special procedures when operating K Codes;
- Using Taxable PAY Tables C & D for calculating higher rate tax;
- Calculating Class 1 NIC's on earnings exceeding the upper earnings limit (UEL) using the exact percentage method;
- Correct Tax & NIC's treatment of expenses, vouchers, round sum allowances, holiday pay, pay-in-lieu of notice (PILON) and other payments made when, or after, an employee leaves.
- How the UK Tax & NIC system works;
- What deductions can be made from Gross Pay;
- The effect on Tax & NIC when employees are paid weekly, fortnightly, four-weekly & monthly and how to use the tax calendar correctly;
- Calculation of tax;
- Calculation of National Insurance;
- New employees & leavers;
- Calculations.

Lunch will be from 1.30pm. The course will commence sharply at 2.00pm, with a break at 3.15pm and will close at 5.00pm.

Price:	£85.00 + VAT (£12.75)	Date:	Thursday 04 February 2010
Location:	Dawson Nangle Tumelty, Ormeau House 91 – 97 Ormeau Road, Belfast, BT7 1SH		1.30pm – 5.00pm
Accreditation:	3 CPD Points	Speaker:	Kelley Magill, Tax Manager Dawson Nangle Tumelty

Please contact Anna Harkness, Blue Sky Training Ltd if you have any queries:

Tel: 028 90 261 149 **Email:** anna@blueskytraining.co.uk **Web:** www.blueskytraining.co.uk

Booking Form – Practical PAYE

Please make cheques (£97.75) payable to **Blue Sky Training Ltd** and return to:

Anna Harkness, Blue Sky Training Ltd, Suite 8, Ormeau House, 91-97 Ormeau Road, Belfast, BT7 1SH

Please complete in **BLOCK CAPITALS** and return to book your place on this course.

Name:	_____	Organisation:	_____
Address	_____ _____ _____	Tel No:	_____
		E-mail	_____

Please indicate if you have any special dietary, access or learning requirements:
