

## **REF: OTS102 - Taxation for Small Businesses Training Programme**

### **Introduction:**

This practical course is especially designed to give advice on Income Tax, Corporation Tax, VAT and PAYE/PRSI. It offers training and practical advice on all these taxation issues by preparing actual returns from sample information.

It will consist of a one day workshop and the workshop will include of the following:-

### **Module 1**

#### **VAT**

Registration for VAT,  
Advice on when to register for VAT,  
VAT rates,  
Preparation of VAT returns  
Filling the VAT 3 form and the Annual Trading details

### **Module 2**

#### **PAYE/PRSI**

Wages Terminology  
Calculation of wages & tax deduction cards  
Tax credits explained  
PRSI rates and calculations explained  
PAYE/PRSI forms  
Preparing the monthly P30  
Preparing the annual P35 return  
Preparing P60s and P45s

### **Module 3**

#### **Income Tax & Corporation Tax**

Corporation tax payment dates  
Income tax payments dates  
Preliminary tax explained  
Preliminary Tax calculations  
Interest and Surcharges explained