

The Crunch guide to starting your business



Crunch.

Congratulations on setting up your business as a driver for Hermes.

There are many benefits to running your own business - you can take advantage of flexible working hours and have more control over your work-life balance.

But working for yourself takes hard work and there are responsibilities you'll need to be aware of.

Let us help.

Keep on top of your accounts with our online accounting software and unlimited access to your dedicated client manager and our team of accountants.

Contact Crunch today at 0330 134 0882 for your free consultation with an advisor.

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Things you'll need to think about



Register for Self Assessment

When you're working as a sole trader, you'll need to sort out your taxes yourself by completing a Self Assessment. You must file your Self Assessment and pay your tax before January 31st every year or you could face some hefty fines.

Your Self Assessment is a way of you declaring your earnings and paying your National Insurance and Income Tax. It's also a good way of making sure you're as tax efficient as possible through claiming the correct expenses.

Need help with Self Assessment?

When you sign up with Crunch, you have a client manager who will take care of Self Assessment, HMRC and bookkeeping with our cloud accounting software.



Contact HMRC

You need to tell HMRC that you're self-employed as soon as you decide to start your business and you can do this easily on their website.

While you're at it, you must also [register for Self Assessments](#). You can either do it online or file a paper Self Assessment and pay via their phone line. It's a lot more convenient to do it all online though.

You'll be sent a Unique Taxpayers Reference (UTR) which is important as you'll need it for all of your dealings with HMRC, whether they're about Self Assessments or other things like childcare.

Need help with HMRC?

With Crunch, your dedicated client manager deals with HMRC on your behalf. All you need to do is keep up with managing your bookkeeping with our online accounting software.



Invoicing

When you've completed a job, you'll invoice your client so you can get paid. Your invoice should contain important information so it's easy for your client to pay you. This includes: your personal details and how you want the money to be paid to you, who your client is and their business address, the work you did for your client with a rundown of prices, and the invoice number. You should give this to the correct person as soon as you complete any work to make sure you get paid on time.

Need help with invoicing? [Download our free invoicing templates](#) and get started today.



Business Expenses

When you're running a business, you'll need to buy certain things to keep your business running, like petrol for your car or office supplies. HMRC allow you to claim the tax back on some of these purchases and this is called expenses. Expenses can save money by making sure you're as efficient as you can be with your taxes.

You'll need to know what you can and can't claim for and how to claim it. An accountant can talk you through the whole process and give you some bookkeeping tips.

Want help keeping on top of your expenses? Download our [business expense guide](#) and learn some top tips on bookkeeping and keeping up with your expenses.



Get an accountant

Accountants help you manage your finances and advise you on the ways you can become more tax-efficient. Keeping your bookkeeping organised throughout the year will help keep your business thriving, especially when it comes to filing certain taxes such as your Self Assessment. Because you're responsible for paying your taxes, being in control of this will save you time and money in the long run and means you'll avoid unnecessary fines and penalties.

Our comprehensive accountancy packages are tailored to individual business needs. As part of all our packages, you'll get access to our online accounting software so you can update your bookkeeping and expenses on-the-go. You'll also have unlimited guidance and advice from your own Client Manager and our team of expert accountants.

We're here for you when you need our help

You'll have unlimited guidance from our expert accountants whenever you need it. No appointments, no fuss.

Guide to switching accountants

Switching from your current accountant to Crunch is so easy, you can do it in four simple steps:



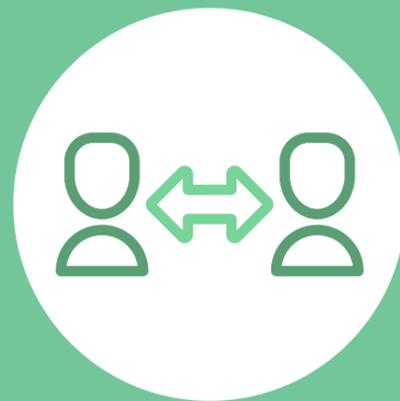
1.

Give us a call and we can go through your package options



2.

Let your previous accountant or umbrella service know that you're changing



3.

Your Client Manager will be in touch and will get to know you and your business



4.

Your Client Manager will contact HMRC and Companies House and let them know of all the changes - you can then sit back and relax

Contact Crunch today at 0330 134 0882 for your free consultation with an advisor.

Working with Crunch



Unlimited accountancy advice

Our advice is unlimited, so you'll always be able to get the help you need without having to make appointments. Because we're online, we're more accessible than traditional high street accountants, which is why we work so well for the self-employed.

When you join us, you'll be assigned your very own Client Manager who will liaise with HMRC and Companies House on your behalf. They will help you get the most out of our software and keep you updated with deadlines you'll need to know about.

If you need more specialist advice, your Client Manager will put you in touch with one of our expert accountants who can advise you on everything from IR35 to expenses.

Exclusive discount for Hermes

Hermes drivers receive a £10 discount on Crunch accounting packages, which means our Sole Trader packages start from just £19.50 per month. Contact a Crunch advisor for a free consultation today.



Mortgages

Buying your own home is a major milestone in anyone's life and it's also one of the most stressful things you can do. You might be concerned about your ability to secure a mortgage but being self-employed alone shouldn't stop you from buying a house. You just need to get the right advice!

Crunch mortgage brokers have access to the whole market and they're specialists in mortgages for first-time buyers and the self-employed and can normally give you an answer in principle within the day.

Are you ready to buy a home?

Get in touch with a Crunch advisor today for a free mortgage consultation.



Crunch Chorus is one of the UK's most popular micro-business communities. When you join you'll have access to business resources such as guides, calculators and templates, as well as invites to Crunch Chorus meetups and Webinars.

Crunch **Knowledge** also hosts a whole variety of business guides on subjects such as IR35 and self-employed mortgages.

It also includes the following guides:



Testimonials

"Crunch has made my business life so simple, it's a great system and makes running a business very simple. I love it."

 **Chris Colville-Walker, Creative Director**
Colville-Walker Ltd

"Great service. My questions are always answered quickly and I feel like the team really care about helping me run my business efficiently."

 **Kevin Moore, Photo Agent & Producer**
Common Era, London

"Excellent service throughout, from initial phone calls and discussions to fast email response, no question has been left unanswered and as someone new to being a Limited Company Director I feel very confident having Crunch there for me."

 **Andrew Cox, Director & IT Consultant**
Timonel Solutions Ltd, Kent

"Online and telephone support and advice has helped tremendously - the advisors and accountants on hand can always help answer my questions and also provide me with plenty notice of actions/docs required and for whom."

 **Sanjay Singh, Project Manager**
SDS IT Projects Ltd, Cheshire



Contact us today for a free consultation

Call us on **0330 134 0882**, visit crunch.co.uk/hermes or email [advisors @crunch.co.uk](mailto:advisors@crunch.co.uk).

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