



# TAX PLANNING

February 2001 Edition

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## 1. CONTENTS OF THE SERVICE

Your service includes the following:

- **Simon's Tax Planning.** Invaluable source of technical and practical guidance for all professionals involved in tax planning matters.
- **Business Tax Service.** Provides a comprehensive and integrated approach to UK taxation, frequently updated for changes in legislation, interpretation and cases, including Update Bulletins.
- **Personal Tax Service.** Companion service to Business Tax giving expert advice on all areas of personal taxation, including Update Bulletins.
- **Noticeboard.** Information on the latest updates to all services, together with Update Bulletins.
- **Tax Data.** Comprehensive tax data and tables relevant to all services.
- **Tax Office Addresses.**
- **Employment Tax Planning.** A single source for all information on taxation and social security aspects of employment. From the design of a remuneration package to international assignments.
- **Tax Compliance Manual – Narrative.** Practical guide to all aspects of taxation relating to compliance work.
- **Tax Compliance Manual – Forms & Precedents.** Precedents and key IR Forms for the year ended 5 April 2001.
- **Yellow Tax Handbook 2000-2001.** Legislation service on direct and indirect taxation allowing full cross-referencing to the legislation and statutory instruments from the services.
- **Tolley's Tax Planning Annuals..** ...including Tax Planning, VAT Planning and Estate Planning.
  - Tax Planning presents practical taxation strategies across a complete range of situations for individuals, partnerships and corporate bodies to keep tax liabilities to a minimum.
  - VAT Planning provides practical expert advice on achieving the optimum VAT position, thereby preventing unnecessary VAT liabilities.
  - Estate Planning contains all the information required to plan for the provision, holding and devolution of personal and family resources to achieve convenient and effective planning to limit the inheritance tax liability.

## 2. OPENING THE SERVICE

To access Tax Planning, select 'butterworths services' from the Butterworths Lexis Direct home page (single click) and then left click 'Tax Services' , pictured below.



The next screen you see will be the Tax Services page. From this page select Tax Planning.



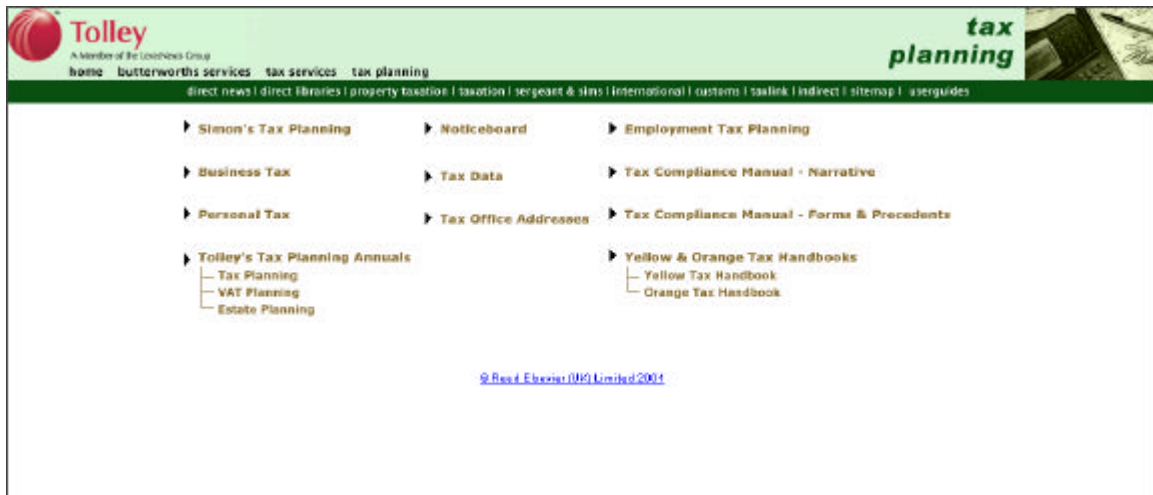
On the following screen, enter your username and password into the 'log on' screen as appears below.

**Please provide your user name and password in the boxes below:**

User name:

Password:

The following screen will be the Tax Planning opening screen, shown below.



### 3. UNIQUE FEATURES

#### 3.1 NAVIGATION BAR



The Tax Planning Navigation Bar is pictured above. To access any section, simply left click on the relevant heading.

To return to Tax Planning, simply left click 'tax planning', at the top-right of the bar once.

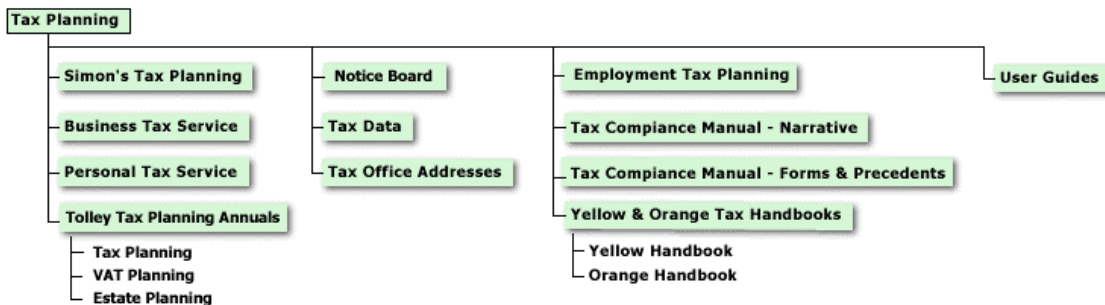
#### 3.2 BOOKS ON SCREEN [BOS]

For information on books on screen, searching and print management, please refer to the Direct Services User Manual which can be located on the Online Product Manuals page.

#### 3.3 SITEMAP

Users may also navigate Tax Planning by using the sitemap. The sitemap can be accessed by left clicking once the sitemap button on the navigation bar.

The Tax Planning sitemap is shown below. Areas can be accessed by left clicking on the required section.



## **4. OTHER INFORMATION**

### **4.1 EDITORIAL**

If you have a query about the content of the Tax Planning service, you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 608 1188 and they will connect you to the appropriate person to deal with your query. Alternatively, you can E-mail us with any editorial queries or comments by using the '[contact us](#)' links that appear on the home page. We welcome feedback from our customers about Tax Planning so please feel free to contact us.

### **4.2 TECHNICAL SUPPORT**

Telephone support is available during normal working hours (09 00 – 17 00 GMT)

**Tel: (44) 0845 305 0500 Fax: (44)01483 257917**

To assist the help line in resolving your problems as quickly as possible please have the following information to hand before calling

- What Internet browser are you using?
- What product do you subscribe to?
- Do you have a network or standalone PC?
- If you are on a network what type is it? (i.e. Novell, NT etc.)
- Which version of DOS are you using?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

Support for our on-line services is also available:

09 00 – 17 00 Monday to Friday

08 00 – Midnight Saturday and Sunday on-line at:

<http://www.butterworths.co.uk/content/support/techsupport.htm>

Or E-mail: [online.support@butterworths.co.uk](mailto:online.support@butterworths.co.uk)

### **4.3 CUSTOMER SUPPORT**

Butterworths Direct Help line is available from Monday to Friday 09 00 – 17 00

**Tel: 0845 608 1188**

**For calls from outside the UK: +44 0207 400 2822**



#### **4.4 TRAINING**

To find out more about our comprehensive training courses, and to reserve a place.

**Tel: (44) 0207 400 4639**

E-mail: [training@butterworths.co.uk](mailto:training@butterworths.co.uk)