

Key tax deadlines for small businesses 2012-2013

This calendar should help you establish when your key tax deadlines are, including the variable deadlines that you need to consider (see page 2).

Fixed dates Income Tax ■ Employers ■ (see also under **Monthly repeat dates** and under **Quarterly repeat dates**)

April

- 5** Last day of tax year (6 April – first day of new tax year).
- 6** Ensure that your employees' tax codes are correct for your 2012-13 payroll and use the correct taxable pay tables after this date. See form P9X for the changes you must make.
- 22** Last date for any outstanding PAYE and Class 1 NIC payments for tax year ended 5 April 2012 by approved electronic payment methods (for non-electronic payments the deadline is 19 April).

May

- 3** Quarterly submissions of P46(car) (for employees whose car and/or fuel benefit has changed in the quarter to 5 April).
- 19** Last date for submission of Employer Annual Return (forms P14 and P35) for year to 5 April 2012.
- 31** Last date to give 2011-12 form P60 form to each employee who was working for you at 5 April 2012.

June

No key deadlines for Self Assessment but for PAYE/NICs see **Monthly repeat dates**.

July

- 5** End of tax quarter and last date for agreeing your PAYE Settlement Agreement (if any) for tax year ended 5 April 2012.
- 6** Last date for:
 - expenses and benefits annual return forms P9D, P11D and P11D(b) to reach HMRC
 - employers to give a copy of forms P9D and P11D to relevant employees
 - form 42 or other related forms (to report share-related benefits provided to employees) to reach HMRC
- 22** Last date for any outstanding Class 1A NICs payments for tax year ended 5 April 2011 by approved electronic payment methods (for non-electronic payments the deadline is 19 July).
- 31** Deadline for second Self Assessment payment on account for tax year ended 5 April 2011-12.

August

- 3** Quarterly submissions of P46(car) (for employees whose car and/or fuel benefit has changed in the quarter to 5 July).

September

No key deadlines for Self Assessment but for PAYE/NICs see **Monthly repeat dates**.

October

- 5** End of tax quarter.
- 22** Deadline for payment of PAYE Settlement Agreement (if any) for tax year ended 5 April 2012 by approved electronic payment methods (for non-electronic payments the deadline is 19 October).
- 31** Deadline for submissions of paper Self Assessment tax return for tax year ended 5 April 2012.

November

- 2** Quarterly submissions of P46(car) (for employees whose car and/or fuel benefit has changed in the quarter to 5 October).
- 5** Date from when employers should expect a letter indicating their online filing and electronic obligations for 2012-13.

December

No key deadlines for Self Assessment but for PAYE/NICs see **Monthly repeat dates**.

January

- 5** End of tax quarter.
- 31** Deadline for:
 - online submissions of Self Assessment tax return for tax year ended 5 April 2012
 - paying 2011-12 Self Assessment 'balancing payment'
 - first Self Assessment payment on account for 2012-13

February

- 2** Quarterly submissions of P46(car) (for employees whose car and/or fuel benefit has changed in the quarter to 5 January).

March

No key deadlines for Self Assessment but for PAYE/NICs see **Monthly repeat dates**.

Key tax deadlines for small businesses 2012-2013

Monthly repeat dates

Construction Industry Scheme (CIS) deadlines

Monthly returns - the **19th of each month**.

Online payments - the **22nd of each month** (or the **19th** for non-electronic payments).

PAYE and Class 1 NIC deadlines

Monthly payment of PAYE/Class 1 NICs by approved electronic methods - the **22nd of each month** (or the **19th** for non-electronic payments).

Quarterly repeat dates

PAYE/NICs payment deadlines

Quarterly PAYE/NICs payments to clear to HMRC by the following dates if paying by approved electronic methods:

- quarter 1 - **22 July 2012** (for quarter ended 5 July)
- quarter 2 - **22 October 2012** (for quarter ended 5 October)
- quarter 3 - **22 January 2013** (for quarter ended 5 January)
- quarter 4 - **22 April 2013** (for quarter ended 5 April)

(for non-electronic payments the deadline is the **19th**).

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Follow three entrepreneurs as they set up their own business at www.businesslink.gov.uk/mynewbusiness



Variable dates

Corporation Tax deadlines

The amount of Corporation Tax that businesses pay is normally calculated nine months and a day after the end of a company's accounting period end date. The actual date depends on your company's particular accounting period end date. For guidance you may wish to go to www.hmrc.gov.uk/ct/getting-started/deadlines.htm

PAYE/NICs deadlines

For full details go to www.hmrc.gov.uk/payee/file-or-pay/payments/deadlines.htm

VAT deadlines

There are no fixed times of the year for paying VAT and each business is different. Depending on the type of business you are in and some of the choices that you make, you might pay (or claim) VAT monthly, quarterly or annually. You can find out more at www.hmrc.gov.uk/vat/managing/returns-accounts/deadlines.htm

Penalties

Penalties are changing. Further information can be found at www.hmrc.gov.uk/sa/deadlines-penalties.htm

Help and further information

At www.businesslink.gov.uk/mynewbusiness you will find lots of help and guidance including:

- videos covering the basics on tax
- information for business start ups including the diaries of three entrepreneurs as they set up their own businesses - click on 'People like me' at the top of the tax help page

At www.hmrc.gov.uk/payee/forms-publications/register.htm you can sign up to your own tax deadline email alerts.

HMRC also offers access to further support and advice at www.hmrc.gov.uk/bst