

Welcome

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Helpline numbers

Employer Bulletin

Your route to the latest in payroll news and views

April 2011 Issue 38



HM Revenue
& Customs



Image courtesy of HM Treasury

Welcome

Hello and welcome to another edition of the Employer Bulletin. This issue contains lots of useful tips and information about filing your Returns, making payments to HMRC and how to avoid penalties.

On pages 4 to 6 you will find a summary of the Budget announcements from 23 March that might affect you, with a link to all of the Chancellor's announcements.

The article on page 14 tells you more about our new Basic PAYE Tools (formerly the Employer CD-ROM) and when you can expect the next update. A number of you have asked where certain applications which used to be included on the CD-ROM can now be found?

Tax and NICs calculators are on our website at:

- PAYE Tax Calculator www.hmrc.gov.uk/calcs/payee.htm
- NICs Calculator www.hmrc.gov.uk/calcs/nice.htm
- Directors AEP Calculator www.hmrc.gov.uk/calcs/nicd.htm

There are now two options available to remind you of important PAYE dates

- The employer diary at www.hmrc.gov.uk/employers/April.htm
- A tax deadline email alert system which you can personalize, on the Business Link website at <http://online.businesslink.gov.uk/bdotg/action/keydates?r.l1=1073858808&r.s=tl>

And don't forget that all PAYE information, guidance and forms are now available online at www.businesslink.gov.uk/payeformsandpublications

And finally if you have any comments about the format or content of the Bulletin, or if there is something specific you would like to see featured, please contact me at Alison.bainbridge@hmrc.gsi.gov.uk



Alison Bainbridge
Editor

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2011 Budget Announcements

The Chancellor of the Exchequer delivered his Budget on 23 March 2011. This article gives a brief summary of the announcements which may have some effect on the operation of your payroll obligations to HMRC. Full details of the Chancellor's announcements can be found at www.hmrc.gov.uk/budget2011/

Current tax year

2011-12

In his Budget on 23 March 2011, the Chancellor of the Exchequer confirmed the announcements made at his June 2010 Budget and on 2 December 2010 on Personal Allowances, Income Tax rates and Income Tax bandwidths for 2011-12. The Class 1 National Insurance contributions (NICs) earnings limits and thresholds remain unchanged from those confirmed at the June 2010 Budget and on 2 December 2010.

Details of the PAYE and National Insurance rates and limits can be found at www.hmrc.gov.uk/payee/rates-thresholds.htm or in the Employer Helpbook E12, PAYE and NICs rates and limits for 2011-12.

For 2011-12 tax codes you should use the information provided on the form P9X(2011) *Tax codes to use from 6 April 2011* to enter the correct tax code on the P11 Deductions Working Sheets or equivalent record. Form P9X is available online to download or print at www.hmrc.gov.uk/payee/forms-publications.htm If you don't have Internet access phone the Employer Orderline on 08457 646 646.

There are no changes to the April 2011 versions of Payroll software and Tax Tables which should be used from 6 April 2011.

Other changes for 2011-12

Approved Mileage Allowance Payments (AMAPs)

Where employees use their own cars for business mileage they can claim reimbursement from their employers through the approved mileage allowance payments rates (AMAPs) which is not regarded as a taxable benefit. Where individuals are paid less than those amounts by their employer, they can claim Mileage Allowance Relief (MAR) for the residual amount.

From 6 April 2011, the AMAPs rates are 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter. The rate also applies to MAR. In addition to claiming AMAPs rates, an allowance for passenger payments currently at 5 pence per passenger per mile is extended to volunteers.

We are amending our online guidance to reflect this change but if you have obtained or downloaded a paper version of the Employer Helpbook E12, PAYE and NICs rates and limits for 2011-12, you should note this change on page 3.

Relevant Motoring Expenditure (RME)

The Qualifying Amount (QA) to be used in the calculation of the Class 1 NICs due on the motoring expenses of an employee who uses their own vehicle for business purposes is increased to 45p per mile from 6 April 2011.

Fuel benefit charge

From 6 April 2011, the fuel benefit charge multiplier used to calculate the tax payable on free fuel for company cars will increase by indexation only from £18,000 to £18,800.

[article continues >](#)

Van and Van fuel benefit

The van benefit charge is frozen at £3000 for 2011-12. The van fuel benefit charge is also frozen at £550 for 2011-12.

Future Tax Years

Changes to personal allowances

For 2012-13, the personal allowance for those aged under 65 will be £8,105 and the basic rate limit will be £34,370. Increases to other Income Tax Allowances will be based on the Retail Prices Index (RPI) ('indexation'). The actual amounts of the other allowances will be published towards the end of 2011.

National Insurance contributions thresholds

From 2012-13 the basis for indexation of the following National Insurance contribution thresholds will be in line with the Consumer Price Index (CPI).

- The Class 1 Lower Earnings Limit – which is the level of earnings at which employees start to accrue contributory benefit entitlements
- The Class 1 Primary Threshold – which is the level of earnings at which employees begin to pay Class 1 NICs
- The Secondary Threshold for Class 1 employer NICs will be over-indexed compared to CPI and rise by the equivalent of the Retail Price Index for the course of this Parliament.

The annual level of the Class 1 Upper Earnings Limit will continue to be aligned with the income tax higher rate threshold (the sum of the personal allowance and basic rate limit).

Company car tax rate

From 6 April 2013 the appropriate percentage for all vehicles with carbon dioxide between 95g and 220g per kilometre will be increased by 1 percentage point. Zero emissions cars will retain an appropriate percentage at 0 per cent, and ultra low emissions cars with emissions up to 75g, will remain at 5 per cent.

Reform to integrate the operation of income tax and National Insurance contributions (NICs)

The Government has announced that it will consult on the options, stages and timing of reforms to integrate the operation of income tax and National Insurance contributions (NICs).

In exploring potential reforms the Government aims to remove distortions created by the tax system, reduce burdens on business and improve fairness for individuals. However, it recognises that any change will be complex and involve a wide range of policy and implementation issues.

A consultation document will be published later this year setting out the differences in the current income tax and National Insurance systems, and options to address these. The Government will maintain the contributory principle and reflect this in any changes it brings forward.

The Government will not extend NICs to individuals above State Pension Age or to other forms of income such as pensions, savings and dividends.

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Disguised remuneration – employment income provided through trusts and third parties

New anti-avoidance rules are being introduced to counter the use of certain third party arrangements used by employers to disguise employees' remuneration in an attempt to avoid, reduce, or defer liabilities to PAYE and NICs or to avoid restrictions on pensions tax relief. Most employers using the types of arrangements affected by the new rules are already likely to be aware of the action the Government is taking.

For more information about the changes, go to www.hmrc.gov.uk/budget2011/tiin8300.htm or see the Frequently Asked Questions at www.hmrc.gov.uk/budget-updates/march2011/

Further detailed information and guidance will be published on HMRC's website later this year.

Gift Aid – New forms for organisations to register and claim tax reliefs

On 30 March 2011 new style forms were introduced for Charities and Community Amateur Sports Clubs (CASCs) to enable registration with HMRC for eligibility to tax reliefs, claiming repayment of tax once registered and notifying changes to their charity/CASC.

The new forms replace current forms used by charities and CASCs and those on the 2009 Gift Aid Toolkit CD and internet.

To download the forms and also for step-by-step guidance on how to complete each form please see our website at www.hmrc.gov.uk/charities-donors

The new forms will help charities and CASCs to provide us with correct and up to date information, and ensure repayment claims are dealt with as quickly as possible.

Employer Annual Returns

Sending your Employer Annual Return (P35 and P14) online and on time.

Almost all employers must send their Employer Annual Return (P35 and P14s) online. Your Employer Annual Return must reach us by 19 May 2011. There will be no period of grace beyond that date.

Once your Employer Annual Return has been completed, it should meet HMRC's quality standard validation specifications to ensure it is processed successfully. For up to date information on business validation rules go to www.hmrc.gov.uk/ebu/qual_stand.htm

There are steps you can take to avoid errors: for more Information on avoiding and correcting errors in your Employer Annual Return, go to www.hmrc.gov.uk/payee/payroll/year-end/errors.htm

If you have not previously sent your return online you must act now by registering for HMRC's online service and allowing sufficient time to activate your service. More information on filing online and registration can be found at www.businesslink.gov.uk/usingpayeonline

We recommend that you file your return online as soon as it is ready. Don't wait until the last minute to send your return. Allow sufficient time in case you need to resubmit before the statutory deadline.

If you send your return on paper you may receive a penalty. For more information on this go to www.hmrc.gov.uk/payee/problems-inspections/wrong-filing-method.htm

Remember, to avoid penalties, file your Employer Annual return (P35 and P14s) online and file as soon as you can before 19 May 2011.

Amended Employer Annual Returns (P35 and P14s)

When you need to send in further information after you have submitted your original return, either as a complete return or in parts, it is necessary to submit an additional return. Some software will not support the submission of an additional return. If this is the case you can use HMRC's Online Return and Forms – PAYE service at www.hmrc.gov.uk/payee/payroll/year-end/annual-return.htm

This software should be used for submissions with up to 50 forms P14. It should not be used to submit a P35 without any forms P14. If either of these situations arises please contact the Online Service Helpdesk at <http://search2.hmrc.gov.uk/kbroker/hmrc/atoz/atoz.jsp?letter=O>

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Extra Statutory Concession B46 (ESC B46) ended on 31 March 2011

In the last edition of the Bulletin, we told you that the extra period of grace permitted by ESC B46 would end on 31 March 2011.

The concession was introduced to ensure penalties would not be charged when customers had taken all reasonable steps to file the returns on time but were prevented from doing so, for example by postal delays. Now virtually all returns have to be submitted electronically, this concession has become unnecessary.

Do not wait until the last minute to send your Employer Annual Return. It is important that you file within good time to meet the statutory deadline because there will be no extension to the 19 May filing deadline.

For further information on ESC B46 and to see Revenue and Customs Brief 24/10 go to www.hmrc.gov.uk/briefs/company-tax/brief2410.htm

No Employer Annual Return (P35 and P14s) to make for 2010-11

Employers who did not have to complete a P11 deductions working sheet, or equivalent, during the 2010-11 tax year are not required to send us an Employer Annual Return. But they must tell us that they have no return to make so that we can update our records and prevent unnecessary reminders and penalty notices being issued.

Last year we introduced two structured email forms, one for employers and one for agents, to tell HMRC that they had no return to make for 2009-10. We will continue to provide this facility for 2010-11. Two new structured forms are now available on the website to help you do this.

Using these forms is quicker, cheaper and easier than writing or calling. We will also confirm by email that we have received your notification and email you to tell you when we have acted on it.

Last year we could not act on a significant number of forms because we could not link the reference number input onto the form with an employer record. So please double check that the reference number you enter on the form is correct. If you are not sure what your employer reference number is you can find it on the front of your yellow payslip booklet (P30BC) or on the electronic PAYE reminders we send you each year.

You should only use the form on the internet to tell us you had no return to make for 2010-11. If you want to tell us about an earlier year you can write to us or telephone the employer helpline. To use the forms and for further information go to www.businesslink.gov.uk/noemployerreturn

Electronic P60s

Changes have been made to the PAYE regulations to allow employers to provide P60 information to their employees electronically. The changes will apply from the 2010-11 tax year onwards. There is no change to the deadline for providing the P60 information it will still be before 1 June following the end of the tax year.

When deciding whether to provide forms P60 electronically you may need to agree with the employee that they want to receive their P60 electronically.

You will need to:

- take into account the employees ability to easily access that information
- provide secure facilities to view and print their P60. If this is not possible the P60 can be issued to an email address that has been agreed with the employee.

When considering these points you must remember that as an employer, you have obligations under data security and the Disability Discrimination ACT (DDA) legislation which have been designed to protect your employees.

We will continue to provide the P60(Continuous) and P60(SingleSheet) forms on paper and you can scan these forms and overlay them with your employees' details.

The form P60 and the information it contains is not changing

The electronic means by which the P60 information is delivered will not require approval from HMRC. However, the proposed content will require HMRC approval as the paper output arising from that electronic information will be a substitute form P60 and will be subject to the same approval procedure used for substitute paper forms P60. Software developers and employers will therefore be required to send a draft or proof of the proposed form for approval to the following address:

HM Revenue & Customs
Customer Information Team
Room 54
1st Floor New Wing
Somerset House
Strand
London WC2R 1LB

Substitute P60s

Any substitute P60s which arise from the output of an electronic P60 must carry the text '**this is a printed copy of an eP60**'. This must be at the top of the form next to the form title – P60 End of Year Certificate and in an acceptable font size, no smaller than point 10.

[article continues >](#)

Paper P14 forms

Duplicate P60s

Duplicate P60s for the tax year 2010-11 onwards, irrespective of whether they are provided on paper or electronically, will no longer need to carry a 'duplicate' annotation.

You will not be required to take any additional or different action in respect of subsequent or multiple prints of electronic P60 information. Each printout will be a copy P60 in its own right.

Amending P60 details

If you need to make an amendment to the details shown on an original P60, you must give your employee details of the amendment. You can give them a letter showing the amendment or a new P60 marked 'REPLACEMENT'. This 'REPLACEMENT' P60 can be provided on paper or electronically.

Repayment claims

HMRC will not be providing a facility for electronic P60 information to be emailed to us. When processing repayments we will still require any claim to be supported by a paper P60 or the printed output of an electronic P60.

For the 2011-12 tax year the Employer Orderline will only supply paper copies of form P14(Manual)(2011-12) version to the small minority of employers that are exempt from the obligation to file their Returns online.

The continuous and laser sheet versions of form P14/P60 are not available to order for 2011-12.

Withdrawal of National Insurance number cards

We told you in February's Bulletin that we are withdrawing the plastic National Insurance number (NINO) card and replacing it with a letter in order to save costs. We know that many employers expect to see an individual's NINO card when taking on a new employee. This option may no longer be available to you for every new employee you take on. The important thing is the number itself. You will still need to know the right NINO for your employees, and record this on your payroll records and the returns you send us.

We have already stopped sending out plastic cards to people who have requested a replacement to their original card. Now when a customer asks us to confirm their NINO, we send them a letter. From summer 2011 we will stop sending NINO cards to adults who apply via the Department of Work and Pensions (DWP). Individuals will receive their NINO in a notification letter from DWP. From the autumn we will stop sending NINO cards altogether.

If a new employee doesn't know their NINO when they start work with you, ask them to check a previous payslip, P60, or letter from HMRC or DWP.

If they still can't find their number:

- they can fill in the form Your National Insurance number at www.hmrc.gov.uk/forms/ca5403.pdf or
- you can fill in the form Employees National Insurance trace at www.hmrc.gov.uk/forms/ca6855.pdf

Both forms can be filled in on-screen then printed before signing and posting to us.

Limited Company subcontractors in the Construction Industry

A limited company can offset any CIS Deductions suffered as subcontractors against their monthly liability to pay PAYE deductions to HMRC. Some companies who do not have employees and do not need to operate PAYE but suffer CIS Deductions have to submit a P35 employer annual return with an entry in box 28 ('CIS deductions suffered'), even if there are no other entries on the form.

From this year limited companies filing such a return will be able to file these returns online. To do this the limited company subcontractor will need to register for PAYE online at www.businesslink.gov.uk/payeonlineregister and submit their return before the 19 May deadline.

Regional Employer National Insurance contributions (NICs) Holiday for new businesses

We informed you in earlier issues of this Bulletin that in his Budget last June, the Chancellor announced a scheme to help new employers during their first year in business – the most recent information was published in February's edition of the Bulletin at www.hmrc.gov.uk/payee/employer-bulletin/bulletin37.pdf

Some new businesses have told us that they have not yet applied for this scheme because the legislation to support it was not in place. This meant that there was a risk that some businesses, that took advantage of the scheme during the first few months since it was launched, might have had to pay HMRC the employer NICs they withheld under the NICs holiday scheme. This was a risk that some businesses were not prepared to take.

The good news is that the NICs Holiday legislation became law on 22 March 2011. This means that eligible new businesses can now apply without any such concern.

Any new business wishing to take advantage of the NICs holiday must – before they withhold any employer NICs – submit an application for the scheme. Applications can now be submitted by agents on behalf of clients for whom a valid 64-8 is held by HMRC. If you have successfully applied for the scheme already and have employed someone during the 2010-11 tax year, you should by now have received an Employer NICs Holiday End of Year Return form, which you need to complete providing details of the NICs holiday claimed. If you have not yet received a form, but have successfully applied for the NICs holiday you should contact the Employer Helpline on 08457 143 143.

HMRC recommends that the NICs holiday return form is completed at the same time as your Employer Annual Return (P35 & P14s) to avoid discrepancies. Whilst the P35 and P14s will need to be submitted online, the NICs holiday return and supporting forms E89 (or equivalent) must be returned in the envelope provided, in time to reach us by 19 May 2011.

To find step by step guidance on completing your NICs holiday return, visit www.businesslink.gov.uk/nicsholiday

To find step by step guidance on Filing your Employer Annual Return (P35 and P14s) online visit www.businesslink.gov.uk/payeeonline

Penalties for not filing starter and leaver information online

From 6 April 2009 employers with 50 or more employees have been required to file forms P45 (Parts 1 and 3), P46, P46 (Pen) and P46 (Expat) online.

In the February edition of the Employer Bulletin we told you we would begin to issue penalties to employers with 50 or more employees who have not filed their starter and leaver forms online in the period 6 January 2011 to 5 April 2011.

The first penalty notices will be issued on 26 April 2011 and will range from £100 to £3000 depending on the number of forms which should have been filed online. Future penalty notices for not filing starter and leaver forms online will be issued after the end of the quarters ended 5 July, 5 October, 5 January and 5 April.

Employers with fewer than 50 employees are required to file their starter and leaver forms online from 6 April 2011. To help those employers to get ready for the changes we will not charge penalties during the three quarters ending 5 July 2011, 5 October 2011 and 5 January 2012. Instead we will issue letters to employers from late April when they have not filed a form online.

We will only issue one letter for each quarter to each employer. The letter will advise the employer of a specific instance of a paper form received in that quarter that should have been sent online. It will not refer to any other paper forms sent subsequently. The letter will confirm the type of form and give details of the employees name and National Insurance number (NINO) or, where this is not available, their date of birth and gender. The letter is intended to alert employers

that they may have to review their processes to ensure they are filing all relevant forms online.

Avoid penalties by making sure all your starter and leaver forms are being filed online. Also, if you have filed, or are due to file these forms online, please do not also send us paper copies of the online document. This is unnecessary and could result in additional administration for both you and HMRC.

National Minimum Wage consultation

The Government has been consulting on possible changes to the national minimum wage rules on employer-provided accommodation in relation to students who work part-time for their educational institution.

The consultation document, “National Minimum Wage: Employed Students and the Accommodation Offset” was published on 18th January 2011 and can be viewed on the BIS website at www.bis.gov.uk/Consultations

The consultation period lasted until 12 April 2011. A summary of responses will be published shortly.

PAYE information now online

In February's edition of the Bulletin we told you about the launch of a new online resource called 'Basic PAYE Tools' (BPT), to help you run your payroll systems.

BPT replaces the Employer CD-ROM and forms part of our commitment to move more of our business online and reduce the cost of the services we currently provide. The new tools include all the CD-ROM's interactive features, and also have an automatic update facility, to ensure they are always up-to-date with the latest information and figures. There will be an update available during May. You will be notified if you have kept the automatic update switched on (you can view this from the 'Options' Button on the Home page) and your computer is linked to the internet.

We understand that some employers may be concerned about having to download the new tools. However feedback received so far, from employers who have already downloaded the tools, has told us they have found the download to be quick, efficient and easy to follow and that the application appeared to be much quicker to respond than previously.

If you have used the CD-ROM P11 Calculator during 2010-11 you will need the new tools to complete the tax year ending 2010-11 and start 2011-12. You can download the tools and find out more information about the tools and current live service issues by visiting www.businesslink.gov.uk/basicpayetools

In February 2011 we also issued a letter letting you know that we have stopped issuing paper Employer Packs and paper Budget Packs. The expectation is that the vast majority of employers can now access all PAYE information, forms and guidance online at www.businesslink.gov.uk/payeformsandpublications. The Employer Orderline will hold limited stocks of paper products but can only issue these to employers who are exempt from online filing obligations and those unable to access the internet.

To make sure you keep up to speed with any PAYE changes and are kept informed when any of these products are updated, we strongly recommend that you sign up to receive our free email alerts at www.businesslink.gov.uk/hmrcemployeremailalerts

Please note that registering to file online does not mean you have also registered to receive the email alert. You must do this separately using the link above.

Registering is quick and easy, and over 200,000 employers have registered to date. Once registered you will receive an alert when each edition of the Bulletin is available and at other times when key PAYE information becomes available.

Important news for PAYE Desktop Viewer (PDV) users

The PDV is an application provided by HMRC which allows you to view, search and sort online PAYE tax codes, notifications and reminders.

Changes in notifications and reminders that are viewable on PDV mean that the PDV software has had to be updated.

If you are a user of the PDV application please ensure you download and install the new version of the PDV software available from April 2011 onto your computer so that you receive the latest versions of these notices.

For more information and updates about the PDV, please go to www.hmrc.gov.uk/payee/tools/pdv

National Insurance and Statutory Payment Toolkit

In February's edition of the Bulletin we told you of our intention to publish a further toolkit covering National Insurance Contributions and Statutory Payments.

This is now available to download at www.hmrc.gov.uk/agents/prereturn-support-agents.htm

The purpose of the toolkits is to help prevent common errors occurring before any Returns are submitted.

Other Toolkits available

To date we have published a total of 15 toolkits covering a number of areas.

Each toolkit is made up of:

1. A checklist – which identifies the key risks or errors that we see
2. Explanatory notes – which identify the underlying risks of error, how to mitigate those risks and a brief outline of the tax treatment
3. Cross references – linking to the relevant guidance online, to help easily find more detailed guidance if required.

The toolkits are easy to use and their use is entirely voluntary. Each toolkit will be updated annually to reflect any changes in legislation.

The toolkits are published in PDF format and are all available to download at www.hmrc.gov.uk/agents/prereturn-support-agents.htm

Paying HMRC

2011-12 Payment Booklets

You should receive your 2011-12 Employer Payment Booklet (P30BC) in time to make your first payment for 2011-12. If your booklet hasn't arrived by 6 May 2011, please pay using one of the electronic payment options mentioned later in this article. If you are not able to pay electronically call 08453 667 816 and we will do all we can to send you a payslip for your first payment.

We will also send you a duplicate booklet for the remainder of the year. Please remember it is your responsibility for making sure your payment reaches us in full and on time to avoid the possibility of a late payment penalty being charged.

Use the correct payslip

If you use the payslips make sure you use the correct one for the month or quarter you are paying.

If you realise you have used the wrong one please let us know so we can reallocate the payment to the correct period and see what needs doing to get you back on track with your payments.

The spare payslip at the back of the booklet should only be used for the tax year printed on it. If you need one for a different tax year please contact us.

You should also contact us if you need a replacement payslip or Payment Booklet. Or you could use a payment method that doesn't require a payslip such as BillPay which is payment by debit or credit card over the internet.

No payment due for a month or quarter?

You don't need to use a payslip to tell us you have nothing to pay for a month or quarter. Instead you can do this easily and quickly by completing the online form at www.hmrc.gov.uk/nilpaydue

If you no longer require a Payment Booklet

The Payment Booklet is only needed if you pay at your bank or a participating Post Office or by post. We prefer you pay at your bank or at a Post Office as electronic payments are more efficient.

If you no longer need a Payment Booklet and would like us to stop sending them in the future, please let us know. This will help HMRC reduce carbon emissions. You can help by completing the online form at www.businesslink.gov.uk/payingpaye

2011-12 Electronic Payments

Paying PAYE electronically letter

We issue a Paying PAYE electronically letter (P30B letter) to employers who pay electronically and do not need a payslip. It should arrive in time to make your first 2011-12 payment. If it doesn't arrive you can find details of the available payment methods at www.businesslink.gov.uk/payingpaye

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Paying Electronically

Electronic payment is safe, secure, quick and easy. You can choose from a variety of payment options that don't require a payslip avoiding any postal costs or delays.

You can go online to pay by:

- Direct Debit if you are registered to use the PAYE for Employers service
- Debit or Credit card using the BillPay service (there is a 1.4% charge for using your credit card) at www.santanderbillpayment.co.uk/hmrc

Using your own bank/building society services to pay by:

- Internet or Telephone banking
- Bacs Direct Credit
- CHAPS.

If you still receive your payment booklet you can pay:

- by bank giro at your own bank/building society branch
- at any participating Post Office.

These are also classed as electronic payments.

For further information go to www.businesslink.gov.uk/payingpaye

Paying by Online Direct Debit

If you are:

- registered for the online PAYE for employers service
- able to authorise Direct Debits from the bank/building society account on your own you can pay your monthly or quarterly PAYE payments by Direct Debit.

If the account that you intend to make payments from requires more than one signature you should speak to your bank/building society to see if they would accept authorisation from just one signatory to set up a Direct Debit Instruction/ payment in favour of HMRC. If your bank/building society will not give approval please use one of the alternative payment options at

www.businesslink.gov.uk/payingpaye

Unlike any other payment method, you are protected by The Direct Debit Guarantee.

If all that's preventing you is that you are not registered for the PAYE for employers service then why not register now? You can register from our website by selecting PAYE for employers service and following the screen guidance on the Welcome to Online Services page.

You are given immediate access to the Direct Debit Payment facility. When you receive your activation PIN you must activate within 28 days to ensure you continue to have access.

For more information about Paying by Online Direct Debit go to

www.businesslink.gov.uk/payingpaye

It's annoying when you pay and we send you a reminder. We don't like it either!

Our systems cope very well with the majority of payments but if you do something different than expected then things can get out of sync. Sometimes it happens when electronic payments are sent earlier or later than normal, multiple payments are sent, a payment has no or a wrong reference number or maybe the wrong payslip is used.

If you pay electronically, here's how to make sure your payments are made on time and are allocated correctly.

When you pay your PAYE deductions, including tax, NIC, student loan and CIS electronically it is important that you use your Accounts Office Reference number with no gaps between the characters; otherwise it could lead to delays in updating your record to show that your payment has been received. You can find your 13 character Accounts Office reference in the box at the top right of the front of your payment booklet or on the Paying PAYE electronically letter that we send you in place of the booklet.

If you ever pay early, late or send more than one payment for the same period, the table on the next page should help. Basically it shows you need to add four numbers from column 4 to the end of your Accounts Office reference to tell us what tax year ending and tax month your payment is for, so they will need to be changed each month. Your reference should then be 17 characters long with no spaces between.

If you make just one payment between the dates shown in column 3 for the period it relates to then you don't need to add the four numbers.

If you pay using a payslip, use the right one from the Employer Payment Booklet. They are printed in tax month order with the period ending in the top right corner and if you pay every month it should be simple, but Quarterly payers need to use the payslips with July, October, January and April on them. There is a spare payslip at the back of the booklet for use for the current tax year only.

Of course you also need to make sure the payment is made in time as we may charge penalties if you pay late. There is a table on page 20 that supplies all the payment deadlines, both for electronic payments and for payments by post.

If you are paying a PAYE penalty, PAYE Settlement Agreement or NICs Class 1A don't add the payment to your monthly or quarterly PAYE payments or use one of the payslips out of the booklet. If you do your payment won't reach where you intended it to and you will receive reminders for something you have already paid. You will be sent a separate notification for paying each of these and you should either use the payslip provided with that notification or follow the specific guidance for paying electronically to make sure your payment reaches the correct account.

[article continues >](#)

Employer Bulletin > It's annoying when you pay and we send you a reminder. We don't like it either!

Ensure your 2011-12 electronic monthly/quarterly payment is allocated correctly

Month or quarter ended	Month or quarter number	First electronic payment received between these dates with only the Accounts Office ref is allocated to month or quarter shown in col. 2	If sending more than one payment or paying earlier or later than col. 3 add these 4 numbers to the end of your Accounts Office ref
1	2	3 (See Note 1)	4 (See Note 2)
5th May	M01	6 May to 5 Jun	1201
5th Jun	M02	6 Jun to 5 Jul	1202
5th Jul	M03/Q1	6 Jul to 5 Aug	1203
5th Aug	M04	6 Aug to 5 Sep	1204
5th Sep	M05	6 Sep to 5 Oct	1205
5th Oct	M06/Q2	6 Oct to 5 Nov	1206
5th Nov	M07	6 Nov to 5 Dec	1207
5th Dec	M08	6 Dec to 5 Jan	1208
5th Jan	M09/Q3	6 Jan to 5 Feb	1209
5th Feb	M10	6 Feb to 5 Mar	1210
5th Mar	M11	6 Mar to 5 Apr	1211
5th Apr	M12/Q4	6 Apr to 5 May	1212

Penalties for late payment of PAYE

From May this year, we will start sending out penalties for late payment of PAYE by employers.

Employers (and contractors under CIS) will be liable for a penalty if they haven't made PAYE payments on time, and in full, from April 2010. This includes income tax, National Insurance contributions (NICs), Construction Industry Scheme (CIS) deductions and Student Loan deductions. The amount of the penalty will depend on the amounts paid late and the total number of late payments made, and will be calculated as a percentage of the amount paid late.

All employers who have paid late at least once during 2010-11 have received a warning letter and we will be charging penalties after the tax year-end.

These penalties are wholly avoidable by allowing enough time for cleared payments to reach us by the payment deadline (or the last business day before the deadline if it falls on a weekend/bank holiday)

Further information about when and how to pay, what to do if people have problems paying HMRC, what happens if they don't pay and where to get free and independent advice on dealing with debt, can be found at www.businesslink.gov.uk/payinghmrc

Note 1 Additional payments will be allocated to the following month.

Note 2 To make a payment for a previous tax year, for example 2009-10, add 1013.

[article continues >](#)

Employer Bulletin › It's annoying when you pay and we send you a reminder. We don't like it either!

Don't leave payment to the last minute – don't risk a penalty!

2011-2012 – PAYE payment deadlines			
Month or quarter ended	Month or quarter number	HMRC has to receive cleared electronic funds by	HMRC has to receive cheques by
1	2	3 (See Note 1 and 2)	4 (See Note 3)
5th May	M01	20 May	19 May
5th Jun	M02	22 Jun	19 Jun*
5th Jul	M03/Q1	22 Jul	19 Jul
5th Aug	M04	22 Aug	19 Aug
5th Sep	M05	22 Sep	19 Sep
5th Oct	M06/Q2	21 Oct	19 Oct
5th Nov	M07	22 Nov	19 Nov*
5th Dec	M08	22 Dec	19 Dec
5th Jan	M09/Q3	20 Jan	19 Jan
5th Feb	M10	22 Feb	19 Feb*
5th Mar	M11	22 Mar	19 Mar
5th Apr	M12/Q4	20 Apr	19 Apr

Note 1 We cannot accept electronic payments sent using the Faster Payment Service (FPS). So you should make sure you initiate your electronic payment early enough for cleared funds to reach us by the deadline.

Note 2 For electronic payers we must receive cleared funds by these dates, adjusted to take into account where due date of 22nd falls on a weekend or bank holiday. You should also check cut off times with your own bank or building society to ensure that payment is not delayed until the next bank working day.

For another website that provides the latest date you need to initiate an electronic payment to clear by the due date, go to www.businesslink.gov.uk/payepaymentdeadlines

Note 3 Make sure that payment arrives no later than the 19th.

*19th falls on a weekend or Bank Holiday. Bank working days are Monday to Friday excluding Bank Holidays.

To create a calendar of key tax deadlines and sign up to receive regular email alerts on the Business Link site, go to www.businesslink.gov.uk/bdotg/action/keydates

Are you an employer who asks HMRC to provide details of the PAYE payments you have made?

If so please read on, as the way in which we handle such requests is changing.

All employers are required to keep records of the PAYE they are due to pay and the payments that are made to us. Form P32 is readily available to employers to help with this process.

Until now we have tried to handle requests for details and schedules of payments but the frequency of such requests is increasing. To manage this we are altering the way we respond to requests.

Where you cannot reconcile the position using your own records and it becomes unavoidable that an approach is to be made to us, we ask that you help yourself by helping us. Rather than phoning or writing asking for us to list all payments made between specific dates, or everything from a given date onwards, we are now asking that you supply us with the payment details you hold and we will verify them.

Where you are a Large Business and have concerns over reconciling PAYE payments you should continue to approach your Customer Relationship Manager.

Otherwise, where we receive a request without the requested information we will respond asking you to provide it before we will take the matter any further.

If you phone the Employer Payment Helpline or write to us to confirm the amounts, allocation and dates of payment of the last two or three payments made during a current PAYE year then we will do that over the phone or reply with the information.

But if you are seeking to reconcile more than this then we will need you to supply the details you hold of payments made and we will check this for you. Our reply will either confirm your details or show where differences exist.

Reporting Expenses and Benefits - helping you to get it right first time

Errors completing P11Ds may cause problems with employee tax codes. Here are two common errors which affect P11D processing;

- **Fuel benefit omission:** some employers did not complete this field when this applied. This meant amended P11Ds had to be sent in.
- **Incorrect dates car available:** completing 'from' and 'to' dates showing the whole tax year, for example 06/04/2009 to 05/04/2010, to indicate the car was available throughout that period. However, if the car was available in the previous tax year, the 'from' box should not be completed. This applies if the car will be available in the next tax year: the 'to' box should not be completed so the tax code is carried into the next year.

Both of these errors can mean HMRC systems automatically update employee tax codes based on incorrect information.

Payrolling expenses and benefits - what you need to do, and how to record them on your P11Ds

Currently no formal system is in place to payroll benefits in kind and expenses. However, some employers do this, typically with informal HMRC agreement. Employers still need to send forms P11D or equivalent lists if they arranged to payroll benefits and expenses. Employers may be liable to penalties if they fail to do so.

To avoid incorrect data processing, it is essential that HMRC is notified before any online P11Ds are sent that payrolling has taken place in that year.

To avoid incorrect processing of other information, please send only P11D related correspondence with your paper P11Ds. Sending other correspondence with P11Ds may cause delays.

Benefits have been wholly payrolled

This applies to employers payrolling **all** benefits paid to their employees.

- Important; one week prior to sending the P11Ds, tell the Employer Helpline that all benefits for the year were payrolled.
- Complete the 'amount made good or from which tax deducted' boxes where available for the relevant benefit.
- P11D information may be sent online or on paper **but all paper P11D and P11D lists must be clearly marked 'PAYROLLED'**.
- Complete the P11D(b) as normal.

Benefits have been partially payrolled

This applies to employers payrolling **some** benefits for **some or all** employees.

- Complete the 'amount made good or from which tax deducted' boxes where this is available for the relevant benefit.
- You may send online or on paper:
 - P11D information for non-payrolled benefits.
 - P11D information for payrolled benefits where these benefits have a related entry for 'amount made good or from which tax deducted'.
- P11D information for other payrolled benefits must be sent separately on paper and must be clearly marked **'PAYROLLED'**.
- Complete the P11D(b) as normal.

Paying Class 1A National Insurance Contributions

Have you ever paid your Class 1A National Insurance Contributions (NICs) and then received a reminder from us to say you have not paid?

This article will explain about some of the common errors to avoid which will help ensure your payment reaches the right account at the right time. You will probably already be aware of the procedures for paying and accounting for Class 1A NICs but here are some of the basics.

Class 1A NICs are due on most taxable benefits provided to employees, and are paid by employers only.

We issue forms P11D, P9D and P11D(b) which need to be completed and returned by 6th July following the end of the tax year in which the liable benefits were provided.

A P30B CL1A payslip or an internet reminder for online filers is also sent out at the same time. However payment of the Class 1A NICs declared on form P11D(b) is due later than the returns are but must clear by 22nd July if paid by electronic methods, or be received by 19th July if paid by cheque. Interest due on late payment of 2010-11 Class 1A will be calculated from 19th July 2011.

These are the common errors to avoid when paying your Class 1A NICs

- The most common mistake is to add the Class 1A amount to the normal monthly or quarterly PAYE payment and send it as one payment; usually in July but possibly with an earlier or later payment.

Do not include the Class 1A amount with payment of your PAYE/NIC for the current, 2011-12, deduction year. The Class 1A payment due in July 2011 is for the previous, 2010-11, deduction year.

Class 1A NICs should be paid separately, either electronically or by using the P30B CL1A payslip provided. Do not use one of the P30B payslips from the Employer Payment Booklet as that would leave you one payslip short and will lead to payments being allocated incorrectly.

- Another error can be the reference used with electronic payments. Because the Class 1A payment is for the previous, 2010-11, deduction year, the Accounts Office reference used needs the correct 'year ending' and 'tax month' adding, making the reference 17 characters long.

The correct Accounts Office reference number is printed on the P30B CL1A payslip we issue. The reference number is in the format 123PA000123451113 (this reference is only an example and should not be used to make a payment).

[article continues >](#)

Need some help?

To make a payment for 2010-11 Class 1A, **1113** should be added to your Accounts Office reference, making 123PA00012345**1113**. If however you are paying by BillPay, you will need to add 1112 instead as this service is unable to accept 'Month 13'.

The last four digits are essential and make sure your payment goes to the correct year. If they are left off your payment will automatically go to the current deduction year instead. You can check your reference number by using our online reference checker at www.hmrc.gov.uk/payinghmrc/referencechecker.htm

Each electronic payment method is different and if using one for the first time please take a look at www.hmrc.gov.uk/payinghmrc/class1anics.htm

- A third problem can occur when exceptionally your Class 1A payment arrives before your P11D(b) return reaches your record. If this happens your payment may be automatically reallocated to the current tax year.

To avoid this, make sure you send your return in good time and by 6th July at the very latest. Send your payment after you send your return, but make sure it clears by 22nd July if paid by electronic methods, or is received by 19th July if paid by cheque, or you could face late payment interest and penalties.

Hopefully the above information will help you avoid any problem with your Class 1A National Insurance Contributions payment in July.

Did you know that HMRC's Business Education and Support Teams offer advice on all aspects of Tax, National Insurance, VAT and International Trade through a selection of free workshops and seminars carried out across the UK. If you have a group of people requiring support, we may even be able to come to you.

We offer professional assistance to every business sector including new employers, those new to VAT or international trade, or becoming a director of a limited company. We can help make understanding your tax responsibilities easier, giving you the confidence to get things right first time.

We cover a wide a range of topics including:

- Becoming an employer – what you need to know
- PAYE – Expenses and Benefits the basics
- Statutory Sick Pay (SSP)
- Statutory Pay and Leave for Maternity, Paternity and Adoption
- PAYE completing your employer annual return (P35)
(available March to May each year)
- PAYE completing your end of year expenses and benefits return(P11d)
(available March to June each year)
- Becoming a Director – guide to Tax and National Insurance
- How VAT works
- Introduction to International Trade.

For a full list of our workshops and presentations please visit www.hmrc.gov.uk/bst or contact our workshop booking team on 0845 603 2691 to find out more about course content and availability.

State Pension age (SPa) for women is changing

The age at which women reach SPa is rising gradually to 65. The changes are being phased in on a sliding scale (see opposite) between 6 April 2010 and 5 April 2020 and will affect women born between 6 April 1950 and 5 April 1955. Women born on or after 6 April 1955 but before 6 April 1959 will reach SPa at age 65.

Recording National Insurance contributions

Any employees over SPa do not have to pay employee's National Insurance Contributions (NICs). However, employers still pay Class 1 category C rate NICs.

If you employ any women over 60 you will need to continue deducting Class 1 NICs up to their new SPa. Ensure that you have accurate dates of birth for all employees to determine when they no longer need to pay Class 1 NICs.

Women's SPa dates 2011-12

Female Date of Birth	State Pension age date	SPa (in years and months)
06/09/50 – 05/10/50	06/03/2011	60.6
06/10/50 – 05/11/50	06/05/2011	60.7
06/11/50 – 05/12/50	06/07/2011	60.8
06/12/50 – 05/01/51	06/09/2011	60.9
06/01/51 – 05/02/51	06/11/2011	60.10
06/02/51 – 05/03/51	06/01/2012	60.11
06/03/51 – 05/04/51	06/03/2012	61
06/04/51 – 05/05/51	06/05/2012	61.1

Further information:

To calculate your employees SPa, go to www.businesslink.gov.uk/employeepensionage

Online VAT returns

All online in 2012

From April 2012 our current plans are that virtually all VAT registered – including those with an annual turnover of less than £100,000 – will have to file their VAT returns online and pay electronically.

With over 70% of all VAT businesses already signed up and filing online, we'd like to encourage the remaining customers to get online in 2011, where possible. That way, you will be familiar with filing online by the time the deadline comes round, and will accrue the benefits as early as possible.

We will be promoting that message in our communications issued directly to VAT customers, such as VAT Notes and straplines on paper VAT returns, and will remind customers of the message if they contact the VAT helpline, or look at the guidance on our website.

Due dates and payment tables

The due dates for paying and filing a return differ depending on which electronic payment method is used and if a VAT return is filed online.

We've now published two tables to help you one showing the due dates for paying VAT at www.hmrc.gov.uk/vat/managing/returns-accounts/deadlines.htm#2 and the other VAT return deadlines based on the various payment/filing methods at www.hmrc.gov.uk/vat/managing/returns-accounts/deadlines.htm#1

Penalties for not filing VAT returns online

From April 2011, a new penalty regime began for businesses that were required to file online from 1 April 2010, but who file their returns on paper for accounting periods that end on or after 31 March 2011. Most customers have made the conversion to online without difficulty, but a small number have stuck to paper, despite several reminders from us and offers of help if they need support in signing up to VAT Online.

Where we do charge a penalty, the amount will be determined by the business's annual VAT exclusive turnover, as follows:

Annual VAT exclusive turnover	Penalty
£22,800,001 and above	£400
£5,600,001 to £22,800,000	£300
£100,001 to £5,600,000	£200
£100,000 and under	£100

Further information about penalties and the process if a you disagree with a penalty calculation can be found at www.hmrc.gov.uk/vat/managing/problems/penalties.htm

Employers' Liability Insurance: Important changes

We told you in the February edition of the Bulletin that April 2011 sees the introduction of changes to the information that employers have to provide to their employers' liability (EL) insurance providers.

Regulatory Changes

The Financial Services Authority (FSA) is introducing new regulations that will make it compulsory for insurers to publish information about the EL insurance policies they underwrite. The purpose of this is to help people who have suffered injury or disease in the workplace to identify their employer's EL insurer. As a result, the insurance industry has set up the Employers' Liability Tracing Office (ELTO) to manage a central database of EL insurance policies that can be searched against.

How this affects you

FSA's new regulations outline the policy information that needs to be captured. This includes two specific items that have not historically been captured as a matter of course. They are:

- **Employer reference Number (ERN):** Also commonly referred to as the 'Employer PAYE Reference', this information is allocated to each employer by HMRC and is shown on a number of PAYE forms and documents
- **Subsidiary Information:** Details will have to be provided for all companies covered by the policy. For example, where a policy relates to one parent company and four of its related subsidiary companies, the name and the ERN for all five companies must be provided.

Insurers will be compelled to show this additional policy information for all new and renewed policies written from 1 April 2012. To ensure sufficient preparations are in place, the insurance industry is beginning to collect this additional information from April 2011.

With these changes on the way, and insurers beginning to collect these details, it is important that whoever handles your employers' liability insurance cover is aware of this so that your organisation can begin preparations to provide the relevant information.

Employer's Liability Tracing Office (ELTO)

There are many people injured or who develop a disease through exposure to harmful materials in their work environment. In most cases, the employer is still trading and displays their EL insurer details to employees at the workplace. In a minority of cases, the employer is no longer trading, which can make it difficult to find an EL insurer and pursue a compensation claim.

ELTO will help more of these people trace their former employer's EL insurer by providing an online enquiry facility that searches against a database of EL insurance policies.

This EL Database (ELD) will be populated by insurers, who will need to capture some additional information about the employer(s) on cover as a result. For more information about ELTO, go to www.elto.org.uk

Relevant motoring expenditure

You may be aware that in the case of *Total People Ltd v HM Revenue & Customs*, the First-tier Tribunal found in favour of Total People Ltd and that the lump sum payments in that case were payments of Relevant Motoring Expenditure (RME).

HMRC argued that there was no clear link between the payments made and the actual use of the vehicle by the individual employees and the payments made were effectively additional salary and liable in full to Class 1 NICs.

Total People however argued that as the payments were made to employees in recognition of the fact that their job required them to use their car for business, they must be payments of RME.

Following the decision of the First-tier Tribunal, HMRC has been granted permission to appeal the decision to the Upper Tribunal and is proceeding with the appeal.

The decision of the First-tier Tribunal does not form a legal precedent, and as HMRC is appealing the decision our basic position remains unchanged. In order for a payment to be accepted as a payment of RME within the meaning of regulation 22A(3)(c) of the Social Security (Contribution) Regulations 2001-1004 there must be a clear link between the payment made and the actual use of the vehicle.

Any other claims for refunds based on the above case received by HMRC will continue to be judged on their own facts and merits in line with this position.

Student Loan deductions

Employee working abroad

Student Loan guidance has been updated to tell you what to do if you have any employees who work abroad (and who are repaying a Student Loan) but who continue to be paid from your payroll. The updated guidance can be found in the 2011 E17 (An employers guide to the collection of Student Loans) and is repeated below.

If you continue to pay an employee while they work abroad, and you:

- continue to pay the employee from the UK, or
- are operating PAYE as though the employee was in the UK, or
- you are required to deduct Class 1 NICs for an employee who works or is seconded abroad you should continue to make Student Loan deductions until you receive a Stop Notice (SL2).

Changes to Employer Helpbooks

Employer Helpbook E13 (2011) 'Day-to-day payroll'

As almost all employers are required to file online, HMRC expects them to use the PAYE guidance regarding day payroll on our website at www.hmrc.gov.uk/payee/index.htm

We have removed all guidance relating to electronic filing from the Employer Helpbook E13(2011) 'Day-to-day payroll'. The E13(2011) should only be used by employers who are exempt from the requirement to file online and use paper forms.

Error in the Employer Helpbook E12(2011) PAYE and NICs rates and limits for 2011-12

We have discovered an error in the paper edition of the E12(2011). The E12(2011) on the Internet has been updated to reflect the correct text. However if you have ordered a paper copy of the E12(2011) can you please replace the table on page 2 with the following:

A Date of leaving on P45 (item 4)	B Date employee started working for you
Employee's P45 has a date of leaving between 6 April 2011 to 5 April 2012	Employee starts working for you on or after 6 April 2011 . Use the tax code on the P45 and enter in Box L of the P11.
Employee's P45 has a date of leaving between 6 April 2010 to 5 April 2011	Employee starts working for you during the period 6 April 2011 to 24 May 2011 . Use the tax code on the P45 and add 100 to any tax code ending in L, for example 647L becomes 747L , but do not carry forward any week 1/month 1 markings from the P45 and enter in Box L of the P11. Employee starts working for you on or after 25 May 2011 . Use emergency tax code 747L on a week 1/month 1 basis and enter it in Box L of the P11.
Employee's P45 has a date of leaving before 6 April 2010	Employee starts working for you during the period 6 April 2011 to 5 April 2012 . Use emergency tax code 747L on a week 1/month 1 basis and enter it in Box L of the P11.

Tax Credit renewal campaign

The 2011 Tax Credit renewal campaign will encourage customers to renew early, renew accurately and before the 31st July deadline.

The annual renewal campaign is a key campaign for HMRC. Last year 647,000 customers failed to meet their obligations and lost their tax credit payments as a result. Although 63% of these did subsequently renew, they may have suffered financially whilst waiting for their payments to be restored. The main aim of the renewals campaign is to educate customers and help them to claim the right money at the right time.

HMRC has introduced the principle of Get It Right First Time. This activity is based around a programme of customer education and pre-award checks. We have also moved to a Check first, then pay system which is a move away from our previous approach which was to Pay now, check later. This approach has been developed as part of our strategy to significantly reduce the amount of fraudulent and erroneous claims made for tax credits.

As part of the new approach, HMRC staff may contact your organisation to confirm earnings or hours worked by some of your employees. Contact will normally be by telephone during the period April – October and will relate to one specific employee per call.

Tax Credits can be paid to any individual who earns up to £50,000 dependant on their personal circumstances. From 6 April 2011 this will reduce to £40,000.

If you would like to help make sure your employees correctly claim what they are entitled to, we have produced some promotional material that you can download and use in the workplace:

- messages which can be used on payslips – see www.hmrc.gov.uk/payee/employer-bulletin/eb38/taxcreditspayslip.pdf
- an article to use if your company produces a newsletter for employees – see www.hmrc.gov.uk/payee/employer-bulletin/eb38/taxcreditsarticle.pdf
- a poster which can be displayed in the workplace – see www.hmrc.gov.uk/payee/employer-bulletin/eb38/taxcreditsposter.pdf

Encouraging your staff to renew their tax credit claims early and accurately will help us process claims more efficiently and should mean that requests from HMRC for further information should be kept to a minimum.

Employer diary

Apr - Jun 2011

July - Oct 2011

Apr 2011

- 5 You must send your Employer Annual Return (form P35 and P14s) for 2010-11 online. Penalties may be charged if you send them on paper.
- 6 Please ensure you use the new Taxable Pay Tables B to D from today. Check you have made all necessary changes to your employees' tax codes for 2011-12 as explained on P9X.

Computerised payroll users - make sure you have updated your payroll parameters and have the correct version of the software for 2011-12.

Mid to End If you recently registered to use PAYE Online for Employers, look out for your Activation PIN (and ensure you have made a note of your User ID) - you must activate the service within 28 days.

- 19 Cheque payments for month/quarter ended 5 April to reach our Accounts Office.
Last date for any outstanding cheque payments of PAYE and Class 1 NICs for 2010-11 to reach our Accounts Office. We will charge interest on any payments received after this date.
- 22 Electronic payments for month/quarter ended 5 April should have cleared into our bank account.
Last date for any outstanding PAYE and Class 1 NICs payments for 2010-11 to reach our bank account. We will charge interest on any payments received after this date.

May 2011

- Early Expect your email alerts which will advise any updates to the Basic PAYE Tools following the Budget; and your online Employer Bulletin.
- 3 Forms P46(Car) for quarter ended 5 April should reach us by this date.
- 9 Last date to register to use PAYE Online for Employers if you are required or intend to send your 2010-11 Employer Annual Return online.
- 19 Cheque payments for month ended 5 May should reach our Accounts Office.
Last date for Employers Annual Return (P35 and P14s) to reach our office. We will charge penalties on Returns received late.
- 20 Electronic payments for month ended 5 May should have cleared into our bank account.
- 31 Last date for giving form P60 to each employee working for you at 5 April 2011.

Jun 2011

- Early If you have Approved Share Scheme and Employment-related Securities, we recommend you finalise completion of your 2010-11 Annual Returns Form 34, Form 35, Form 39, Form 40 and Form 42 to ensure we receive them before 6 July 2011.
- 19 Cheque payments for month ended 5 June to reach our Accounts Office.
- 22 Electronic Payments for month ended 5 June should have cleared into our bank account.

Employer diary

Apr - Jun 2011

July - Oct 2011

July 2011

- 5 Last date for agreeing your PAYE Settlement Agreement for 2010-11 (if any).
- 6 Last date for Forms P11D(b), P9D and P11D to reach us. Last date for you to give forms P9D and P11D to relevant employees. Last date for Annual Returns Form 34, Form 35, Form 39, Form 40 and Form 42 to reach us.
- 19 Cheque payments for month/quarter ended 5 July to reach our Accounts Office.
Cheque payments of Class 1A NICs for 2010-11 to reach our Accounts Office. You may be charged interest and penalties on payments made after this date.
- 22 Electronic payments for month/quarter ended 5 July should have cleared into our bank account.
Electronic payments of Class 1A NICs for 2010-11 should have cleared into our bank account. You may be charged interest and penalties on payments made after this date.

Aug 2011

- 2 Forms P46(Car) for quarter ended 5 July should reach us by this date.
- 19 Cheque payments for month ended 5 August to reach our Accounts Office.
- 22 Electronic Payments for month ended 5 August should have cleared in our bank account.

Sept 2011

- 19 Cheque payments for month ended 5 September should reach your Accounts Office by this date
- 22 Electronic payments for month ended 5 September should have cleared into our bank account.

Oct 2011

- 1 National Minimum Wage (NMW) annual rates increase from this date. For further information see www.businesslink.gov.uk
- 19 Cheque payments for month/quarter ended 5 October should reach your Accounts Office by this date.
Cheque payment of your PAYE Settlement Agreement for 2010-11 (if any) should reach your Accounts Office by this date.
- 21 Electronic payments for month/quarter ended 5 October should have cleared into our bank account by this date.
Electronic payment of your PAYE Settlement Agreement for 2010-11 (if any) should have cleared into our bank account by this date.

Helpline & Orderline numbers

Helpline – telephone advice and Orderline – order your forms and guidance.

Calls may be monitored for quality control and training purposes

To access a wide range of employer information at a time to suit you, visit the Employer pages on our website at www.businesslink.gov.uk/paye

General payroll matters – for example PAYE and NICs

Been an employer less than 3 years? **08456 070 143** Mon – Fri 8am – 8pm, Sat 8am – 4pm

Been an employer more than 3 years? **08457 143 143** Mon – Fri 8am – 8pm, Sat 8am – 4pm

Textphone **08456 021 380** for employers who are deaf or hard of hearing (only people with specialised equipment such as Minicom are able to use this number)

Order forms and guidance

Website www.hmrc.gov.uk/employers/emp-form.htm

Orderline **08457 646 646** Mon – Fri 8am – 8pm, Sat 10am – 1pm

Fax **08702 406 406** (Please use your Fax Order Form)

Construction Industry Scheme (CIS)

CIS Helpline **08453 667 899** Mon – Fri 8am – 8pm, Sat 8am – 4pm

Minicom **08453 667 894**

NICs: special topics

Contracted-out Pensions Helpline & Orderline **08459 150 150** Mon – Fri 8am – 5pm

Non-residents Helpline & Orderline **08459 154 811** Mon – Fri 8am – 5pm

Pay and Work Rights

Helpline **0800 917 2368** Mon – Fri 8am – 8pm, Sat 9am – 1pm

Orderline **08458 450 360** 7 days a week 24 hours

Other helplines

HMRC Online Services Helpdesk*

*including technical support for the Basic PAYE Tools

Helpline **08456 055 999** Mon – Fri 8am – 8pm, Sat 8am – 4pm

email helpdesk@ir-efile.gov.uk

PAYE/SA payment enquiries **08453 667 816** Mon – Fri 8am – 8pm, Sat 8am – 4pm