

2010/11 Tax year – employers' checklist

This checklist for your notice board shows the **key deadlines** for this tax year. In most instances there are penalties for late returns and the possibility of an interest charge on sums paid late.

Deadline	Action Required
19 APRIL*	– Pay Month 12 PAYE and NIC
19 MAY	– Forms P35, P14 and P38A must be received by HM Revenue & Customs
31 MAY	– Give forms P60 to employees
5 JULY	– PAYE Settlement Agreement (PSA) information due to HM Revenue & Customs
6 JULY	– Forms P11D, P11D(b) and P9D must be received by HM Revenue & Customs – Give copy forms P11D and P9D to employees – Give employees of third parties details of benefits you provided to them – Report approved share schemes and employment related securities awarded to employees – Submit details of termination payments and benefits paid to former employees
19 JULY*	– Pay Class 1A NIC on all taxable benefits via separate payslip
19 OCT*	– Pay tax and NIC (including Class 1B) due under PSA
31 JAN 2012*	– Pay tax and NIC and submit supplementary P14s for 2010/11 if affected by IR35 service company rules

*Extended by up to three days if paid electronically.

Shipleys' Client

Payroll Department:

T: 01799 521301 (Saffron Walden)

T: 01483 423607 (Godalming)

E: payroll@shipleys.com

Filing online

All employers must file their PAYE returns electronically.

Electronic payments

HM Revenue and Customs (HMRC) encourage making in-year and annual PAYE, NICs and PSA payments electronically and due dates are extended by three days where this payment method is used. Unless you have at least 250 employees or have been notified to make electronic payments by HMRC, it is not mandatory.

Penalties for late payments

Since April 2010 late payments in the year have been subject to new penalties. The rules are complicated; the penalty depends on the number of late payments and how late they are, but range from 1% to 15% of amounts paid late. HMRC must issue penalty notices within two years of the late payments but those for 2010/2011 are expected in April or May 2011.

Interest on late payments

Interest will be charged on any amounts due for 2010/11 which are not paid by 19 April 2011, (22 April if paid electronically). HMRC have announced their intention to charge interest on late in-year payments.

Late filing penalties

Penalties can be imposed if employers fail to file forms P45 and P46 due in each tax quarter on time. For 2011/12, no penalties will be charged if one or two quarterly returns are late. The maximum quarterly penalty is £3,000.

General advice and help

The HMRC telephone order line for stationery and PAYE and NIC tables is 08457 646646. Their website is www.hmrc.gov.uk.

HMRC's telephone help lines offer general advice on PAYE and NI deductions. The number for existing employers is 08457 143143, and for new employers is 08456 070143.

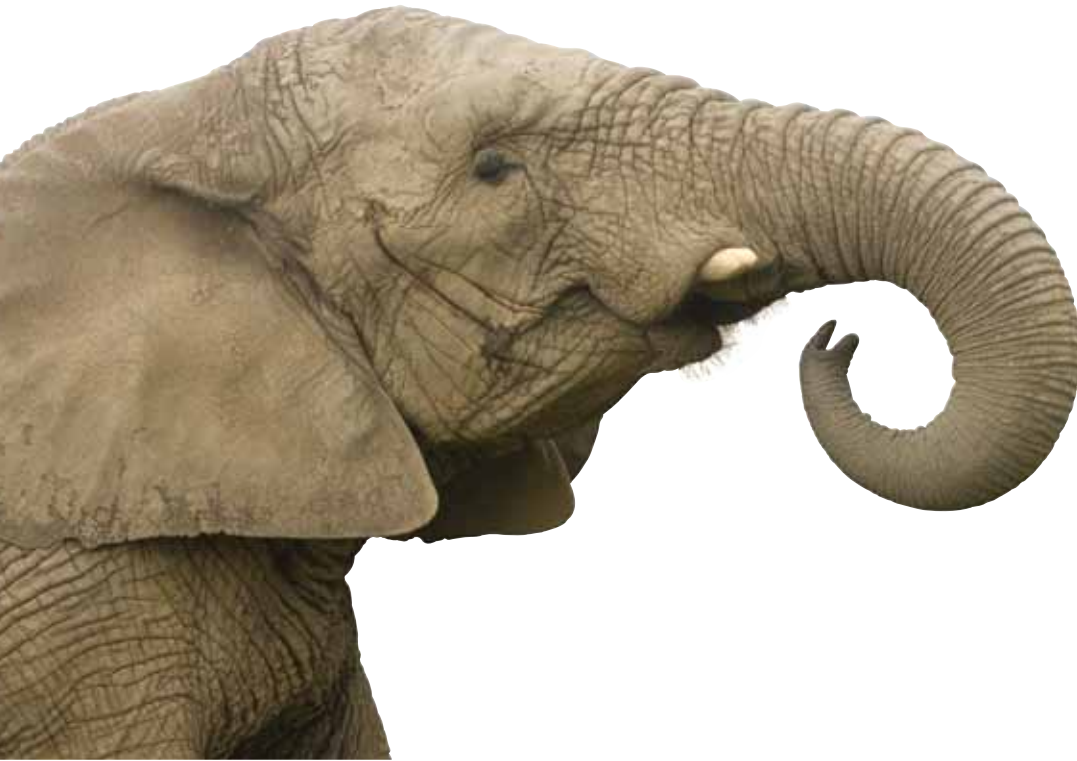
Shipleys' Client Payroll Department

The different PAYE codes and categories of national insurance contributions can make it tricky to get even the basic deductions right. However, real difficulties can arise when you add complications such as pension payments, statutory sick pay, maternity and paternity pay, statutory redundancy pay, student loan repayments, attachment of earnings orders (covering things like Child Support Agency Payments) and modified PAYE schemes for expatriates.

Keeping abreast of the current rules and dealing with payroll matters is time consuming. That's why Shipleys' Payroll Department is popular with clients of all sizes. We can help with the whole process including employees' payslips and issuing instructions to your bank, thereby protecting your accounts department from unnecessary queries from your staff. We can assist with online filing.

Tax Year 2010/11

Happy New Tax Year! Key dates for employers



shipleys LLP
Chartered Accountants & Professional Business Advisers

For further information, please contact one of our four offices:

LONDON

10 Orange Street
Haymarket
London
WC2H 7DQ

T +44 (0)20 7312 0000
F +44 (0)20 7312 0022
E payroll@shipleys.com

BIRMINGHAM

2nd Floor
3 Brindley Place
Birmingham
B1 2JB

T +44 (0)121 698 8566
F +44 (0)121 698 8500
E payroll@shipleys.com

GODALMING

3 Godalming Business Centre
Woolsack Way
Godalming, Surrey
GU7 1XW

T +44 (0)1483 423607
F +44 (0)1483 426079
E payroll@shipleys.com

SAFFRON WALDEN

Market House
10 Market Walk
Saffron Walden, Essex
CB10 1JZ

T +44 (0)1799 521301
F +44 (0)1799 523854
E payroll@shipleys.com

www.shipleys.com

shipleys LLP
Chartered Accountants & Professional Business Advisers

Registered to carry on audit work and regulated for a range of investment business activities by the Institute of Chartered Accountants in England & Wales.