HM Revenue & Customs

Employer Bulletin

Your route to the latest in payroll news

April 2017 Issue 65

Welcome

Hello and welcome to the April edition of the Employer Bulletin

The Chancellor's Spring Budget of 8 March included little which will impact upon your payroll operations. This means that in this edition we are focussing on two key areas: first, offering you support with things you need to start thinking about now – such as reporting Expenses and Benefits for the 2016-2017 year. The deadline for that is 6 July and you'll find the article on page 2 helpful.

Second, we are providing information about changes which affect you both now and in future. For example, on page 6 you can read about the government's new Childcare Choices website, which brings together all childcare offers. But, as usual, I'd encourage you to read all our articles: the Employer Bulletin is designed to keep you up to date with new products and changes which may affect you. This edition covers subjects as diverse as the Apprenticeship Levy, Student Loans, Scottish Income Tax and the Alcohol Wholesaler Registration Service.

You can make sure you don't miss any future updates by signing up to receive our email alerts. Doing so means we'll be able to send you an email each time a new edition of the Bulletin is published. You can also follow us on twitter @HMRCBusiness

And finally our aim is to be able to deliver clear, consistent and timely information which is appropriate for employers and helps to meet their payroll obligations to HMRC. So, if you have any comments or suggestions about any of the content of the Employer Bulletin or would like to see a specific topic covered, please drop me a line at Alison.bainbridge@hmrc.gsi.gov.uk Your feedback is always most welcome

Alison

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Reporting Expenses and Benefits in Kind for the 2016-2017 tax year

Reporting online

Most people report online because it's quicker, easier and cheaper. It's also more secure. You can save paper, and you'll get confirmation that we've received your submission. If you're still filing on paper or sending us a list, you might want to consider swapping to online filing. Our online systems check for, and tell you about, common errors so there's less risk we'll reject your submission. If we have to reject your submission you might miss the deadline.

Please note that from 6 April 2017, our online service will no longer pre-populate the total amount liable to Class 1A National Insurance contributions (NICs) field from the P11D figures. This is to allow customers who are payrolling some or all of the benefits to use the service. You might need to calculate the figure manually if your other software doesn't do this for you. Help is available here.

Helping you to get it right first time

The deadline for reporting Expenses and Benefits in Kind to us for tax year 2016-2017 is 6 July 2017.

This information should help you to complete your P11Ds and P11D(b). If you make a mistake or send in your form late, your employees could end up paying the wrong tax and you could end up with a penalty, so it's important that you get it right.

P11D completion

There's full guidance here. If you send your P11D as a list you must use the following format:

- Use Arial font size 11 or larger (when printed)
- Sort it by employee, not benefit type
- Include your employer reference
- Include the employee's correct name and National Insurance Number (NINo). If you can't find the NINo you must give their correct date of birth and gender
- Put each employee's expenses and benefits on the same line – we can't accept separate lists for each benefit for example
- Include the letter codes from the P11D next to each benefit – these are shown in the dark blue boxes to the left of each section on the P11D.

If you payrolled your benefits

Tax year 2016-2017 was the first year you could use our payrolling benefits service. If you did this, you'll still need to send a P11D(b) to tell us how much Class 1A NICs you owe. You'll also need to send a P11D to show any benefits you paid that you didn't payroll. Instead of giving your employees a P11D, you need to give them a letter explaining what you've payrolled. You can find more information here.

If you need to adjust the figure of Class 1A NICs due

Complete the P11D(b) to tell HMRC how much your Class 1A NICs liability will be. If you've entered your Class 1A NICs liability in box A on question 1 but you need to adjust this figure, please don't complete box C. Use question 4 to tell us about the adjustments, and put the total you need to pay in box F.

P11D(b)

Send one P11D(b) for each PAYE reference. If you've batched your P11Ds (for example into different classes of employee or different areas of your business) you must still total the benefits from each batch and show the overall total on one P11D(b).

If you send a paper P11D(b) you must sign it in ink. We won't accept a copy, fax, photocopy or a stamped signature.

If you send a paper form and it hasn't been signed in ink we'll send it back and treat it as not having been received. If you then return it late you'll get a penalty.

Amending a P11D or P11D(b)

If you make a mistake, send a new form. Fill in all the boxes, not just the ones you want to correct. For example if the employee had £2,100 car benefit and £500 medical benefit but you previously only reported £300 medical benefit by mistake, the corrected form needs to show the car benefit as well.

If you previously reported a Class 1A NICs liability of, say, £38,000 instead of the correct figure of £39,000, the new P11D(b) needs to show £39,000.

Paying your Class 1A NICs

There's a special reference you need to use to make your Class 1A payment. This is your normal Accounts Office reference plus the numerals 1713 at the end. Please don't leave a space between any of the numbers. This is an example of the correct format, but please use your own reference number;

123PA001234561713

If you can't use this format using your normal payment method, we'd appreciate it if you could use a different one if that's possible. You can find more information here.

If you're paying at a bank or Post Office branch, or sending a cheque, you must use the correct payslip. It's pre-printed with the reference in the format above.

If you don't use the right payslip or reference, we won't know you've paid your Class 1A charge so we'll send you a bill.

Free toolkit to reduce errors

Use our free online toolkits to help you reduce errors. Remember, if you make a mistake your employees could pay too much tax. You'll also have to correct the mistake so it's better to get it right first time.

P11Ds and 'Section 336' claims

From 6 April 2016, we changed the rules on how you tax and report expenses. Full guidance on how to treat each type of expense is available here www.gov.uk/expenses-and-benefits-a-to-z

The changes enabled you to pay most business expenses without the need to report them on form P11D. You mustn't report exempt or fully deductible expenses to us on the P11D.

If you are still required to put non-taxable expenses onto the P11D, your employee might ask you to include a Section 336 claim with the P11D. You're not responsible for making a Section 336 claim on behalf of your employees, but if you're sending a paper P11D you can attach your employee's claim with it so that they don't end up with an incorrect tax code. The address to use is;

P11D Support Team BP1102
HM Revenue and Customs
Department 1250
Newcastle
NE98 1ZZ.

Don't delay sending in a P11D if your employees haven't made their Section 336 claim before the deadline.

If your employee wants to send a Section 336 claim separately on a form P87 or in a letter, it should be clearly marked 'S336 claim'. A copy of the P11D should be attached, and it should be sent to:

Pay As You Earn and Self-Assessment
HM Revenue and Customs
BX9 1AS.

Looking ahead

The submission of the 2016-2017 P11Ds and P11D(b) will be the last year you can submit via Electronic Data Interchange (EDI) or Magnetic Media. From 2017-2018 electronic P11D and P11D(b) forms have to be submitted by XML via the Government Gateway. If you do not already store your benefits and expenses information in a way that you can easily convert into the right format, you might want to start preparing for that now so you don't risk filing late at the end of the tax year.

Apprenticeship Levy

Major reforms to the way apprenticeships are funded and delivered in England are now underway, supporting the growth of high-quality apprenticeship opportunities across the country.

As part of this, the apprenticeship levy was introduced on 6 April 2017 and applies to all employers in the UK. The levy puts the future funding of apprenticeships on a sustainable footing; underpinning a reformed system in which apprenticeships are more rigorous, better structured, independently assessed and more clearly aligned to the skills valued by employers.

Paying the levy

The levy is chargeable at 0.5% of your annual pay bill (the amount on which you pay Class 1 secondary NICs). However, an annual levy allowance of £15,000 means that you will only be required to report and pay the levy if your annual pay bill is over £3 million. Some connected companies and charities may still have to pay even if their annual pay bill is less than £3 million.

If your pay bill is clearly less than £3 million and you have the full £15,000 levy allowance (i.e. the levy allowance isn't shared with another connected employer by virtue of either the connected companies or the connected charities rules), you won't need to report or pay the levy but you can still take on apprentices and receive generous support for the cost of their training and assessment from the government.

If your annual pay bill is close to £3 million, you should monitor it throughout the tax year in case you become liable to report and pay the levy.

If you are a levy-paying organisation, you need to report and pay any levy due through your normal PAYE process each month, despite the levy being based on your annual pay bill. You must report the annual allowance you have allocated to your PAYE scheme(s) and any levy due on the Employer Payment Summary (EPS) within 14 days after the end of each tax month, meaning the first report is due by 19 May. You should then pay the levy at the same time as you submit your usual PAYE payment, by the 19th of the month (or 22nd if you pay electronically). Your levy charge is not currently available to view within the existing Liabilities and Payments viewer but, from late April, you will be able to view it on the new EPAYE viewer in your Business Tax Account.

For further guidance and to decide whether you need to pay apprenticeship levy please see www.gov.uk/guidance/pay-apprenticeship-levy

Accessing your apprenticeship funds

For English apprentices funded through the levy you can choose who will provide the training and assessment for your apprentices, and how they should acquire all the skills they need to be effective and progress in your organisation. And if you use up your levy pot, then you will receive generous support from government to cover the further costs of training.

Once you've declared your levy for April 2017, you will see the balance in your apprenticeship service account by the end of May. You will also get an additional 10% top-up from the government. But first you need to set up your account on the apprenticeship service.

Registration shouldn't take more than 10 minutes – many employers have already done it and found it easy. You will need a few pieces of information when you set up your account, including your organisation's Government Gateway log-in details. The register to manage your apprenticeship funds page tells you everything you need.

Once you've set up your account, you will be able to view your apprenticeship funding, add and manage your apprentices and arrange payment for training.

Not a levy-payer? You can still benefit

If you are not a levy payer, you can still benefit from the changes. The government will pay 90% of your apprenticeship training and assessment costs (up to the maximum amount of government funding available for that apprenticeship) and you will only pay a 10% contribution to your chosen training provider.

If your organisation has fewer than 50 employees, the government will pay 100% of your training and assessment costs for apprentices aged 16-18 and for those aged 19-24 formerly in care or with a local authority education, health and care plan.

As a non-levy paying employer, you should start planning your apprenticeship programme now so that you make the most of this funding available from May 2017.

For more information on the wider reforms and accessing levy funds to train apprentices, search 'apprenticeship funding – how it will work' on GOV.uk

Paying the right amount of tax through PAYE

In February's Bulletin we told you that from May 2017 HMRC will use the real time information you give us to make automatic adjustments to Pay As You Earn (PAYE) tax codes as they happen, rather than waiting until the end of the tax year. This will offer far more certainty, will reduce unexpected tax bills and ensure more customers end the tax year having paid the right amount of tax.

How will it affect your employees?

The vast majority of PAYE customers will have no action to take. For them it will mean they will end the year having paid the right amount of tax. We estimate that up to five million customers, who are the lowest paid, will pay less tax on a monthly basis and pay the right amount by the end of the tax year.

There are some customers who, because they owe underpaid tax, will need to pay that tax throughout the year, rather than at the end of the year. All customers will receive tax code notices that clearly explain the changes and what they can do if they need help and support to manage their taxes.

What this means for you

Until 31 May things will continue as they are. Once we make the change we will send employees' tax code notifications at the point we know that their circumstances have changed. We'll continue to send a copy direct to your employee and send the notifications to you as we do now so, from that point of view, nothing will change.

In the short term you may receive some employee enquiries relating to tax code changes as customers get used to this change. Longer-term, however, you should experience reduced contact from your employees regarding under or overpayments of tax.

As always it is crucial employers continue to operate the correct code as quickly and accurately as possible.

Support available

We will encourage our customers to use their online Personal Tax Account if they need more information or further support. In their account they can view any changes to their tax code, learn more about how their tax code is calculated and claim or settle any over or under paid tax. They can also access help and support if these changes will cause them financial difficulties. Please direct your employees to www.gov.uk/personal-tax-account

To save you time, to help you understand the change and help you support your employees with any enquiries they have, we are publishing an Employer's Information Pack as well as videos aimed at employers and individuals to explain the change and the help available.

We will be hosting webinars for employers on this topic from April. Go to www.gov.uk to sign up and take part.

Basic PAYE Tools

The new version of the Basic PAYE Tools (BPT) for the tax year beginning 6 April 2017 will be available to download from 30 March 2017.

If you already use BPT to calculate your payroll you will receive the usual update reminder via the tool itself.

New users should follow the instructions for download.

Scottish Income Tax

The Scottish Income Tax rates and thresholds for the 2017-2018 tax year can be found here.

You must ensure you deduct the correct rate of tax based on the tax codes provided by HMRC. If you are unsure how to include Scottish codes on your payroll systems, you may need to contact your software provider.

From 6 April 2016, Scottish taxpayers have been identified and given an S tax code based on the address held by HMRC. If your employees have moved home recently, please ask them to tell us their new address. This can be done online at www.gov.uk/tell-hmrc-change-of-details or through their Personal Tax Account.

Employer-provided childcare vouchers and Scottish Income Tax

This article provides clarification around the income levels used to calculate the appropriate tax and NICs relief for childcare vouchers following the introduction of Scottish Income Tax.

Eligibility to childcare vouchers depends on an employee's income level. Employers have to estimate the employee's relevant earnings for the tax year since the 'exempt' amount of childcare vouchers is based on their relevant earnings.

S270A of Income Tax (Earnings and Pensions) Act 2003 sets out the levels of income at which the exempt amount changes.

If the estimated relevant earnings amount:

- exceeds the higher rate limit for the tax year the 'exempt amount' will be £25 for each qualifying week;
- exceeds the basic rate limit but not the higher rate limit then the 'exempt amount' for that tax year will be £28 for each qualifying week.

Otherwise the 'exempt amount' for that tax year will be £55 for each qualifying week.

Following the introduction of Scottish Income Tax, the Scottish Parliament has set the Scottish income tax rates and thresholds for the 2017-2018 tax year. Eligibility criteria for employer provided childcare vouchers are not devolved to the Scottish Parliament and, therefore, the basic and higher income tax rate limits mentioned above are the UK rates.

This means that the same limits apply for all employees in the UK in receipt of childcare vouchers.

Childcare Choices website launched on 22 March

The new Childcare Choices website has launched, meaning that millions of parents – including your employees – can pre-register for the government's new childcare offers.

Childcare Choices brings together all the government childcare offers for the first time, helping parents find the right childcare support to suit them.

As part of Childcare Choices, the government is introducing two new schemes in 2017 – Tax-Free Childcare and 30 hours free childcare.

The introduction of Tax-Free Childcare will begin on 28 April, for parents of the youngest children. It will be gradually rolled out over 2017 – cutting childcare costs by up to £2,000 per child per year, or £4,000 for disabled children, for working parents across the UK.

The new 30 hours free childcare offer will be available in England for working parents of three and four year olds from September 2017. Parents will be able to apply in advance of September, and at the same time as Tax-Free Childcare.

The Childcare Choices website includes a Childcare Calculator for parents to compare the government's childcare offers and check what works best for their families.

Through the site your staff can also pre-register for email alerts that will notify them when they can apply this year.

Childcare vouchers (Employer Supported Childcare) will remain open to new applicants until April 2018 with parents already registered able to continue using it for as long as you offer it. Tax-Free Childcare, operated directly by parents, will be open to more than twice as many parents as childcare vouchers.

The tax exemption for workplace nurseries will be unaffected and will remain available to all eligible employees.

More information

Parents should visit the Childcare Choices website, and find out if they're eligible for the new childcare offers and how much they could get with our Childcare Calculator.

2017-2018 Student Loans

We have news about three aspects of Student Loans:

Thresholds

The thresholds are:

- Plan 1 £17,775
- Plan 2 £21,000

Remember to check and operate the correct plan type when you set up student loan deductions for an employee. You can find plan type information by checking the SL1 Start Notice, or by asking your employee to complete or answer the Starter Checklist questions.

Variable Interest Rates

From April 2017, Student Loans Company (SLC) will set interest rates for plan 2 loans based on an individual's income. This income information is taken from the Full Payment Submissions you make, and is passed by HMRC to SLC. There is no action for you to take; however, some employees may ask you to check and confirm the information you have sent to HMRC.

Off Payroll working – student loan deductions

From 6 April 2017 reforms to off-payroll working in the public sector mean a change to the way fee-payers (public authority, agency or other third party) pay for services from individuals engaged through an intermediary.

The fee-payer will:

- be required to report the amounts deemed paid to the worker, including Income Tax and NICs to HMRC. This should be done on or before the date of deemed payment to the worker on a Full Payment Submission (FPS).
- not be required to report or deduct Student Loan payments from these individuals. Student Loan payments will be calculated and deducted from the individual's Self Assessment return based on their total income.

If the fee-payer receives a Student Loan Start Notice (SL1) and GNS Employer Prompt for these individuals, they do not need to take any action and should file these away for their own records.

Further information on off-payroll working in the public sector can be found at www.gov.uk/guidance/off-payroll-working-in-the-public-sector-reform-for-fee-payers

GNS notifications

Check your PAYE online inbox regularly for new GNS notifications asking you to start student loan deductions. Recently updated guidance about why we send these notices and what to do with them is available here.

PAYE late filing penalties for the tax year ending 5 April 2017

The Quarter 4 late filing penalty notices will be issued during week commencing 8 May 2017 and continue to be issued on a risk assessed basis.

Appealing against a penalty online

Use the online appeals service if you don't agree with your penalty as it's the quickest and easiest way to appeal a PAYE penalty. You can access this service through PAYE Online. This will normally get processed much faster than a written appeal and we will send you an online message to let you know how your appeal is progressing. We recommend you appeal online but, if you do choose to write, it will not affect the decision.

When using the online appeals service, select the reason for your appeal from the drop down menu and avoid using 'Other' if there is a suitable alternative option.

You should only use 'Other' if your reason for appeal doesn't fall into the categories in the online system.

You are also required to provide further facts to support your appeal in the additional information box; this allows up to 1,000 characters. The additional information has been made mandatory from April 2017 to help us deal with your appeal without needing to contact you for further information. If we have any further queries, we will let you know.

If you receive a penalty notice which includes multiple penalty defaults and you believe you had a reasonable excuse for each make sure you appeal against all of the defaults shown on your penalty notice, including those with a zero charge. If your appeal is accepted, the un-penalised default can then be applied to a later month, reducing the value of any future penalty charges you might incur.

Tax relief for employees

Your employees may be able to claim tax relief if they have to use their own money, and you haven't reimbursed them, for travel or things that they must buy for their job.

For example:

- repairing or replacing small tools
- cleaning, repairing or replacing specialist clothing, such as a uniform or safety boots
- business mileage, (where an employee uses their own vehicle), or fuel costs, (if using a company car)
- travel and overnight expenses
- professional fees and subscriptions paid to some approved professional organisations.

It's free and easy for your employees to make a claim through HMRC. They just need to fill in an online form (a P87) 'Tax relief for expenses of employment'. They can access this form via the PAYE section of their Personal Tax Account (PTA) on GOV.uk

HMRC gets a lot of claims from customers where their tax liability is correct and therefore no repayment is due. Before contacting HMRC a customer can check their PTA, where it will advise them if their tax liability was correct for 2016-2017. If they want to do their own check they can use the tax checker through GOV.uk. If they then think there is a repayment due they can apply by using form R39 form which can be found in the PTA.

To learn more, please visit www.gov.uk/tax-relief-for-employees

Increases to the rates of National Minimum and National Living Wage from 1 April 2017

Just a reminder that the hourly minimum wage a worker is entitled to increased from 1 April.

The National Living Wage for those aged 25 and over increased from £7.20 to £7.50 per hour.

The National Minimum Wage also increased:

- for 21 to 24 year olds – from £6.95 per hour to £7.05
- for 18 to 20 year olds – from £5.55 per hour to £5.60
- for 16 to 17 year olds – from £4.00 per hour to £4.05
- for apprentices – from £3.40 per hour to £3.50*.

The daily accommodation offset will increase from £6.00 to £6.40.

*Apprentices are entitled to the apprentice rate if they're either aged under 19, or aged over 19 in the first year of their apprenticeship.

Please make sure you pay your workers that to which they're legally entitled.

Changes to the valuation of Benefits in Kind

The way Benefits in Kind are valued changed on 6 April 2017, when offered in conjunction with a cash allowance, a flexible benefit package with a cash option or salary sacrifice.

Further details can be found in the February 2017 Employer Bulletin and guidance published on 20 March.

Alcohol Wholesaler Registration Scheme (AWRS)

Do you retail alcohol? If so, a new HMRC service goes 'live' on GOV.uk from 1st April 2017: **'Check to see if an alcohol wholesaler or producer is approved'**.

From 1 April 2017, if you are a retailer or trade buyer and buy alcohol from a UK wholesaler to sell to the public you must check the wholesaler is registered under AWRS.

Wholesalers approved under this scheme must provide you with their AWRS Unique Reference Number (URN).

HMRC has provided a service for retailers and trade buyers to check their wholesalers are approved. You can find it here: www.tax.service.gov.uk/check-the-awrs-register

If you buy alcohol from an unapproved UK wholesaler, HMRC may seize your alcohol stock and you could be liable for a penalty, or even prosecution.

Anyone buying a business after 1st April 2017:

- as now, you can ask the vendor to provide details of the stock they purchased
- If the stock was purchased after 1 April 2017, however, the purchase invoices should feature the AWRS number for the wholesaler from whom it was bought. This will give assurance that the stock was bought from an approved wholesaler.

You can find more information at:
www.gov.uk/check-alcohol-wholesaler-registration

Making repayments quicker, safer and more cost-effective for our customers

In a recent edition we told you we were sending out letters to customers who have received a repayment by payable order and asking them to send us their bank details so that we can make the repayment electronically straight to their bank account via Bacs.

We would like customers to carry on sending us their bank details as it is a much safer and more secure repayment method.

We asked PAYE customers to enter their bank details on the Employer Payment Summary (EPS), but we understand that not all software packages include the account information section on the EPS. In these circumstances customers should please visit our guidance pages at www.gov.uk/payroll-errors/correcting-payments-to-hmrc for alternative ways of providing their bank details to HMRC.

Paying HMRC

Advice about paying electronically

Most employers pay electronically and these payments pass directly from your account to the HMRC bank account.

The electronic payment deadline for PAYE (including PAYE tax, some NICs, Student Loan deductions, CIS deductions and Apprenticeship Levy payments) is the 22nd of the month following the end of the tax month or quarter to which it relates.

This means your electronic payment **must clear into the HMRC bank account on or before the 22nd**.

Electronic payment is safe, secure, and efficient giving you greater control to ensure your payment is received on time. When making an electronic PAYE payment to HMRC you need to:

- **pay the correct amount**
- **send payment to the correct account, Sort code 08 32 10, Account number 12001039,** Account name HMRC Cumbernauld. If you are still using the HMRC Shipley details we recommend you change over to the Cumbernauld details shown here
- **provide the right payment reference –** your 13 character Accounts Office Reference is all you need if you pay on time, (unless paying Class 1A NIC, or a penalty/interest charge that has a reference starting with an X)
- **ensure payment clears on or before** the payment deadline, (**the 22nd of the month** following the tax period end).

Payments sent by Faster Payment and CHAPS are both debited from your account and credited to the HMRC account on the same day, providing these are sent by your bank's cut-off time.

Payments by Direct Debit and Bacs are debited and credited on the 3rd bank working day, where day 1 is the input day, and day 2 is the processing day. Some payments **may** be made faster if the sending and receiving accounts are with the same bank, however this should not be relied upon.

You may want to ask your bank to confirm the position for the payment method you use as the important date is the date the payment clears into the HMRC account, not necessarily the date shown on your statement.

HMRC has produced short videos for employers showing when and how to pay PAYE, how to send your final PAYE submission and how to issue P60s.

For all the latest HMRC employer videos please visit our Help for employers playlist for further help and support.

22nd April payment deadline falls on a weekend

The February Employer Bulletin provided early notice about the April PAYE electronic payment deadline.

April is here already and the electronic payment deadline of the 22nd falls on a Saturday this month.

To make sure your payment reaches us on time, you need to have cleared funds in our account by the 21st unless you are able to arrange a Faster Payment to clear on the payment deadline.

To know what date to initiate your payment to ensure we receive it on time, consider asking your bank or building society before making your payment to check single transaction, daily value limits and cut off times.

Remember that it's your responsibility to make sure your payments are made on time and if your payment is late you may be charged interest and/or a late payment penalty.

Find out more about paying us electronically.

Annual issue of the Paying PAYE electronically letter and Employer Payment Booklet

Please note that the bulk issue of letters and booklets is continuing into April this year. You should receive your letter or booklet before any payment is due for the new tax year.

P30BC Employer Payment Booklet

We are asking all our customers to pay electronically. Why not take the opportunity to start paying using an electronic payment option which is much safer and quicker? Please see how at www.gov.uk/pay-paye-tax

You only need a Payment Booklet if you cannot pay electronically. If you are unable to pay electronically this time – and don't receive your Payment Booklet in time for your May/June/July payment – please see the advice at the link above or contact us on **0300 200 3401** to see if we can issue a duplicate booklet.

Please do not:

- Use old payslips as HMRC has changed its banking supplier and your payment may be rejected. All new payslips show Barclays details
- Use a home-made payslip or one printed from the internet. They don't include the correct information and your payment may not reach your HMRC account on time.

Only use an official, up to date payslip issued by HMRC, either the appropriate payslip from the current payment booklet, or another single payslip issued specifically for PAYE from HMRC.

- Make sure your bank/building society/Post Office retain the payslip to send with your payment to HMRC
- Obtain a receipt for your payment
- Remember you can only pay up to £10,000 at a Post Office.

If possible please switch to paying electronically. This will mean you will no longer need a payment booklet. Using any electronic payment method will stop the future issue of payment booklets.

Remember it is your responsibility to pay in full and on time to avoid the possibility of a late payment penalty and interest being charged.

Avoid penalties for late employment intermediary returns

Do you supply workers to an end client and are therefore classed as an employment intermediary who has to submit quarterly returns to HMRC?

The latest quarterly reporting period finished on 5 April 2017. If you want to avoid a penalty for a late return you need to submit your return to HMRC by 5 May 2017.

If you have previously submitted returns but have not supplied more than one worker this quarter (including if you've supplied none) you need to tell HMRC by submitting a 'nil' report. If you have previously submitted a return but are no longer an employment intermediary, you also need to tell HMRC.

If your report is late you will automatically be charged a penalty.

For further information on penalties, see section 4 of this guidance.

What it means for an employment intermediary.

The Pensions Regulator: automatic enrolment updates

Are you up to speed with automatic enrolment? Read on for tips and information about how to meet your legal duties.

Over 460,000 employers have now put their staff into a pension. Find out what your duties are, and if you have anyone to automatically enrol, by using the Duties Checker on The Pension Regulator's (TPR) website.

Write at the right time

Communicating with your staff at the correct time is one of your legal duties. Some employers have been writing to their staff before their staging date, but the correct time for this task is within six weeks after the staging date. Find out more about what you need to tell them, and when – and download templates for these letters on TPR's website.

Do you know when you need to re-enrol your staff?

Every three years employers must put certain members of staff back into an automatic enrolment pension scheme. This is called 're-enrolment'.

Some employers are still unsure about when they need to complete their re-enrolment duties. You have to choose a date within a six month window to do this, which is three months either side of the third anniversary of your staging date. Make sure you know when your window is.

Automatic enrolment advice from a small employer

See how the owner of a residential care home in Eastbourne managed the automatic enrolment process in this new video. After initially worrying about getting it wrong, he now feels confident about what he has to do, and how automatic enrolment benefits his employees.

TPR also talk to some of the staff about their experiences of being enrolled, and why they were glad not to have to make their own pension arrangements. Watch the video and get some top tips from an employer who's already been there on how to make automatic enrolment run as smoothly as possible.

HMRC webinars

We run a series of live webinars on various subjects to help employers learn about their responsibilities towards their employees and to HMRC.

The webinars are free, interactive and you can ask questions using the text box.

Check out what's available on this link: https://www.gov.uk/government/news/webinars-emails-and-videos-on-employing-people

What's coming up: in June we will be running our popular 'PAYE end-of-year expenses and benefits (P11D)' webinars. Keep an eye on the link above for dates available.

Construction Industry Scheme - webinars

HMRC has produced three webinars to provide businesses and individuals with additional advice and support about working in the Construction Industry Scheme (CIS).

We updated the CIS for Contractors webinar on 17 March 2017, and you can watch a recorded version of the live webinar on Webinars and emails on the Construction Industry Scheme. The webinar includes updated guidance on Registering, Verification and CIS Returns.

We are also updating the CIS for Subcontractors webinar, which includes guidance for subcontractors on Registering, Deduction Rates, and Repayment Claims including those for limited company subcontractors.

You can sign up for future webinars and emails about CIS. We are planning to hold further live interactive versions of the CIS related webinars in the coming months.