

<u>PAYE Online for Employers – Internet</u> <u>filing enabled software</u>

How to use the Internet Services

Development of your Internet product is in two stages. The first is developing the XML in line with the relevant schema and business rules. This is covered in detail in the technical pack. The second stage is submitting the file to the External Test Service.

The following is a guide to using the testing services and is intended to assist with the production of Software for the submission of PAYE forms and Returns over the Internet.

Download the technical pack that covers the forms you are developing.

Contact the <u>Software Developers Support Team (SDS Team)</u> who will register your details and provide a 'Vendor ID' and other credentials you will need to access the test services. You will need to include the 'Vendor ID' within the <URI> element of the XML message for both the Live and Test services as this will enable us to provide support and feedback.

When you are ready to test your product, there are two separate test services available for you to use. These are TPVS and the External Test Service

Third Party Validation Service (TPVS)

This performs validation on the 'form' or the 'Body' of the submission against the PAYE Schemas and the business rules. Test submissions should be made to:

Expenses and Benefits https://www.tpvs.hmrc.gov.uk/EXB/post.slt

You must ensure that any XML document you submit has been prepared using the most up to date schema and relate to the latest tax year supported by the TPVS service.

You should submit to TPVS using the credentials that are provided by the SDS Team. For details on which elements should be populated with your credentials please see the PAYE – Hints and tips document contained in this technical pack.

Response messages will be returned based on the outcome. Please remember that if you send submissions direct to the TPVS site, the service **will not** perform full validation on the GovTalk Header.

External Test Service (ETS)

Submissions to the ETS should be sent to https://test-transaction-engine.tax.service.gov.uk/submission

The ETS allows Software Developers to submit test cases through the Transaction Engine Test Site to the HMRC TPVS site which mirrors the 'live' citizen Internet service.

You should submit to ETS using the credentials provided by the SDS Team. For details on which elements should be populated with your credentials please see the PAYE - Hints and tips document contained in this technical pack.

This service first tests the GovTalk Header against the relevant Schema. The test submission will then be automatically routed to the TPVS service where the 'form' or 'Body' of the submission will be validated against the appropriate PAYE Schema and have the business rules applied. Response messages will be returned based on the outcome. **NB. You must use this test service if you wish to apply for Recognition for Internet enabled Software.**

Recognition

Once you've successfully completed your own testing you can apply to the SDS Team for HMRC recognition.

In order to gain recognition for your Internet filing enabled software, you must ensure that your product incorporates the polling and delete request functionality as described in the Document Submission Protocol. It is recommended that the list request functionality is also included in your product.

Each technical pack provides full details of the recognition process. The process involves the submission of a number of recognition test cases, provided by the SDS Team which you must submit successfully to VSIPS. You will also need to send XML output from your product for these test cases to the SDS Team.

Application for recognition is optional but highly recommended. If you achieve recognition, your contact details and the name of your product will be listed on our web site at http://www.hmrc.gov.uk/efiling/paye/paye software forms.htm

Other useful information

Technical Pack Updates

Developers who have registered with the SDS Team will be advised by email of any updates to the Technical Packs. However, please check the web site regularly to ensure that you are working to the most up to date versions. Where possible, the version numbers and version dates are shown on each document.

It is important that you keep the SDS Team updated with any changes to your contact email address(s).

<u>Please note</u> - To assist in your development we strongly recommend that you use a commercially available XML Editing and Validation tool.