



PAYE Online

Hints and Tips on the GovTalk Header & IR Header

Hints and Tips on GovTalkHeader and IRheader – PAYE

GovTalkHeader

Please note that you must prepare the GovTalkHeader in accordance with the latest Submission Protocol. These Hints and Tips are intended to provide further guidance relating to the Submission protocol, they are not intended to replace the protocol.

1. Envelope Version	
Structure	GovTalkMessage/EnvelopeVersion
Mandatory or Optional	M
1. Must be set to 2.0	

2. Class	
Structure	GovTalkMessage/Header/MessageDetails/Class
Mandatory or Optional	M
1. Must be set to IR-PAYE-EXB for P11D, P11D(b) and P46(Car) returns	

3. Transaction ID	
Structure	GovTalkMessage/Header/MessageDetails/TransactionID
Mandatory or Optional	O
1. Not required for PAYE submissions.	

4. Audit ID	
Structure	GovTalkMessage/Header/MessageDetails/AuditID
Mandatory or Optional	O
1. Not required for PAYE submissions.	

5. Gateway Test	
Structure	GovTalkMessage/Header/MessageDetails/GatewayTest
Mandatory or Optional	O
1. Must be present and set to 1 for External Test Service testing 2. Must be present and to 0 for live submissions 3. The above applies for messages to the Transaction Engine or External Test Service including submit_poll and delete_request NB This should not be confused with <TestMessage> element.	

6. Gateway Timestamp	
Structure	GovTalkMessage/Header/MessageDetails/GatewayTimestamp
Mandatory or Optional	O
1. If present in submit_request message, value must be empty.	

7. Sender ID	
Structure	GovTalkMessage/Header/SenderDetails/IDAuthentication/SenderID
Mandatory or Optional	M
1. SenderID supplied by SDS Team for External Test Service testing 2. Live submissions must contain a genuine SenderID (also known as the UserID)	

8. Role	
Structure	GovTalkMessage/Header/SenderDetails/IDAuthentication/Authentication/Role
Mandatory or Optional	O
1. If present, should contain principal .	

9. Value	
Structure	GovTalkMessage/Header/SenderDetails/IDAuthentication/Authentication/Value
Mandatory or Optional	M
1. Value supplied by SDS team for External Test Service testing. 2. Live submissions must contain a genuine password.	

10. Email Address	
Structure	GovTalkMessage/Header/SenderDetails/EmailAddress
Mandatory or Optional	O
1. If present must contain a genuine email address. 2. Email responses generated from the Live service will be sent to this address. NB It is imperative that emails received from the Live service are read in conjunction with the XML submit_response or error_response messages that are returned.	

11. Keys	
Structure	GovTalkMessage/GovTalkDetails/Keys/Key@Type
Mandatory or Optional	M
1. Must be in the format <Keys> <Key Type ="TaxOfficeNumber">NNN</Key> <Key Type ="TaxOfficeReference">xxxx</Key> </Keys> 2. Tax Office Number and Reference supplied by SDS Team for External Test Service testing. 3. Live submissions must contain a genuine Tax Office Number and reference. 4. The Tax Office Number and Reference in the GovTalkHeader must match the Tax Office Number and Reference in the IRheader.	

12. Organisation	
Structure	GovTalkMessage/GovTalkDetails/TargetDetails/Organisation
Mandatory or Optional	O
1. If present, must be set to IR.	

13. URI	
Structure	GovTalkMessage/GovTalkDetails/ChannelRouting/Channel/URI
Mandatory or Optional	M
1. Must contain the 4 digit vendor ID issued by SDS Team. 2. This should be used instead of <Name> within <ChannelRouting>	

14. Product	
Structure	GovTalkMessage/GovTalkDetails/ChannelRouting/ChannelRouting/Channel/Product
Mandatory or Optional	M
1. Should contain the name of the Software product being used to submit the form	

15. Version		
Structure	GovTalkMessage/GovTalkDetails/ChannelRouting/Channel/Version	
Mandatory or Optional	O	
1. If present should show the version of the software specified in the <Product> element		

IRheader

16. Test message		
Structure	IRheader/TestMessage	
Mandatory or Optional	O	
1. Not used for Expenses & Benefits submissions.		
NB This should not be confused with the <GatewayTest> element		

17. Keys		
Structure	IRheader/Keys/Key/@Type	
Mandatory or Optional	M	
1. Must be in the format <Keys> <Key Type="TaxOfficeNumber">NNN</Key> <Key Type="TaxOfficeReference">xxxx</Key> </Keys> 2. Tax Office Number and Reference supplied by SDS team for External Test Service testing 3. Live submissions must contain a genuine Tax Office Number and Reference 4. The Tax Office Number and Reference in the GovTalkHeader must match the Tax Office Number and Reference in the IRheader.		

18. Period End		
Structure	IRheader/PeriodEnd	
Mandatory or Optional	M	
1. Must contain the tax year ended – in the format ccyy-mm-dd		

19. Principal		
Structure	IRheader/Principal	
Mandatory or Optional	O	
1. If present should contain details of the principal contact		

20. Name		
Structure	IRheader/Principal/Contact/Name	
Mandatory or Optional	O	
1. If present Fore and Sur must be sent		

21. Email		
Structure	IRheader/Principal/Contact/Email	
Mandatory or Optional	O	
1. Not required in submissions to HMRC		

22. Telephone		
Structure	IRheader/Principal/Contact/TelephoneNumber	
Mandatory or Optional	O	
1. If present must only contain one telephone number		

23. Fax		
Structure	IRheader/Principal/Contact/Fax	
Mandatory or Optional	O	
1. Not required in HMRC submissions		

24. Agent		
Structure	IRheader/Agent	
Mandatory or Optional	O	
1. If present may contain any of the following optional tags – AgentID, Company, Address, Contact		

24.1 Agent ID		
Structure	IRheader/Agent/AgentID	
Mandatory or Optional	O	
1. If present, should contain the agents own reference to identify a particular client		

24.2 Company		
Structure	IRheader/Agent/Company	
Mandatory or Optional	O	
1. Name of the acting agent company		

24.3 Address		
Structure	IRheader/Agent/Address	
Mandatory or Optional	O	
1. If present, must contain a minimum of 1 and a maximum 4 separate Lines of the acting agent address. IRheader/Agent/Address/Line		

24.4 Name		
Structure	IRheader/Agent/Contact/Name	
Mandatory or Optional	O	
1. If present Fore and Sur must be sent		

24.5 Telephone		
Structure	IRheader/Agent/Contact/TelephoneNumber	
Mandatory or Optional	O	
1. If present must only contain one telephone number		

25. Default Currency		
Structure	IRheader/DefaultCurrency	
Mandatory or Optional	O	
1. If present, must contain GBP		

26. Manifest		
Structure	IRheader/Manifest	
Mandatory or Optional	O	
1. Not required for PAYE submissions		

27. IR mark		
Structure	IRheader/IRmark/@Type	
Mandatory or Optional	O	
1. Should not be used for the following PAYE submissions, IR-PAYE-EXB		

28. Sender		
Structure	IRheader/Sender	
Mandatory or Optional	M	
1. Must include Individual, company, Agent, Bureau, Partnership, Trust, Employer, Government, Acting in Capacity or Other to identify the type of submitter. 2. For PAYE submissions the most appropriate entries are Agent , Bureau or Employer		