

Appendix 1 – Key dates for scheme users to report and pay the loan charge

Individuals impacted by the loan charge who have not agreed a settlement, or come to HMRC with a genuine intention to settle by 5 April 2019, need to:

- complete and submit an information return to HMRC, setting out their loan balance, by **30 September 2019**
- file a 2018-19 self-assessment tax return and pay the loan charge by **31 January 2020**

If individuals do not usually complete a tax return, they will need to register for Self Assessment. To do this, they should go to **www.gov.uk** and search for 'register for Self Assessment'.

If individuals will not be in a position to pay the charge in full by this date, they should contact HMRC to discuss payment terms.

Individuals who were in an employment-based DR scheme, where the employer with whom they had the arrangement still exists and is based in the UK, also need to:

- tell the relevant employer what the outstanding loan balance is by **15 April 2019**

The **employer** will then need to:

- manually calculate the PAYE liability on that loan charge income, and make payment either by **19 April 2019** (by post) or **22 April 2019** (online)
- report the loan charge amount to HMRC via RTI in April using an Earlier Year Update (EYU) submission. The EYU will be available from **20 April 2019**

Where the relevant employer no longer exists, individuals do not need to report the outstanding loan balance to any employer. As set out above, they still need to:

- provide the information return to HMRC by **30 September 2019**
- file a tax return and pay the loan charge by **31 January 2020**

For users to have agreed to settle with HMRC, or come to HMRC with a genuine intention to settle by 5 April 2019, special arrangements are in place.

Further guidance is available at:

<https://www.gov.uk/guidance/report-and-account-for-your-disguised-remuneration-loan-charge>