

HMRC NEW ONLINE PAYROLL PROCEDURES

As from 6th April, 2011 all employers are required to file in-year PAYE forms online, these include P45 part 1 on leaving, P45 and P46 forms for a new employee.

Penalties

If paper forms are sent in then penalties may be charged ranging from £100 up to a maximum of £3000 depending on the number of forms that should have been filed online.

Registering for online filing

Before filing online you will need to register to use the PAYE online for employers service. You will need to activate the service before you start to file. The registration process requires an activation code to be posted to you which may take up to seven days.

In order to register you should go to www.hmrc.gov.uk/payefile-or-pay/fileonline/register.htm. Once you have registered with HM Revenue and Customs the forms can be filed using any of the following methods:

- HM Revenue and Customs free online return and forms PAYE service
- Commercial payroll software – such as Sage
- An agent or payroll bureau - which Ryans can provide.

Employer CD-ROM 2011 – replaced by downloadable basic PAYE tool

HM Revenue and Customs **will not** send a CD-ROM to finalise 2010/11 and start 2011/12.

Instead, there will be a set of basic PAYE tools available to download straight to your computer. These will be compatible with your 2010 CD-ROM provided you have downloaded the November update. If you would like to receive an email alert when the new download is available you should go to www.hmrc.gov.uk/payeforms-publications/register.htm

Publications

HM Revenue and Customs will no longer supply us with a bulk issue of forms P11 (2011/2012) Deduction Working Sheets, Taxable Pay Tables B to D and National Insurance Contributions Tables A to J to distribute to clients. If you require any of these forms you can either order online at www.hmrc.gov.uk/payeforms-publications/onlineorder.htm or telephone 08457 646646.

Specific links can be found on the home page of our website www.ryans-uk.com

Ryans can provide a payroll bureau service to meet all the new requirements. The cost of providing this service varies dependent on the number of employees and the frequency of payments i.e. weekly, fortnightly, monthly etc please contact Clive, Martin or Keith at the office 01204 523263 to obtain a fixed price quotation.

