

2017/18 Tax year – employers' checklist

Deadline	Action Required
19 APRIL 2018*	<ul style="list-style-type: none"> – Pay Month 12 PAYE and NIC – File Year end final full payment submission or employer payment summary online with HM Revenue & Customs (HMRC). Forms P35 and P14 are no longer required
19 MAY	<ul style="list-style-type: none"> – Submit an earlier year update, if necessary, to amend or supplement information relating to 2016/17 and avoid a late filing penalty for that year
31 MAY	<ul style="list-style-type: none"> – Give forms P60 to employees – Give employees details of the benefits which have been payrolled and their cash equivalent, and separate details of any benefits not payrolled
5 JULY	<ul style="list-style-type: none"> – PAYE Settlement Agreement (PSA) information due to HMRC
6 JULY	<ul style="list-style-type: none"> – Forms P11D, P11D(b) and P9D must be received by HMRC – Give copy forms P11D and P9D to employees – Give employees of third parties details of benefits you provided to them – Report approved share schemes and employment related securities awarded to employees – Submit details of termination payments and benefits paid to former employees
19 JULY*	<ul style="list-style-type: none"> – Pay Class 1A NIC on all taxable benefits via separate payslip
19 OCTOBER*	<ul style="list-style-type: none"> – Pay tax and NIC (including Class 1B) due under PSA
31 JANUARY 2019*	<ul style="list-style-type: none"> – Pay tax and NIC and submit supplementary P14s for 2017/18 if affected by IR35 service company rules

*Extended by up to three days if paid electronically.

This checklist shows the **key deadlines** for this tax year. In most instances there are penalties for late returns and the possibility of an interest charge on sums paid late.

Electronic payments

HM Revenue and Customs (HMRC) encourage making in-year and annual PAYE, NICs and PSA payments electronically and due dates are extended by three days where this payment method is used. Unless you have at least 250 employees or have been notified to make electronic payments by HMRC, it is not mandatory.

Interest on late payments

HMRC charge daily interest on all unpaid amounts from the due and payable date to the date of payment, and raise the charge when payment in full has been made.

Late filing penalties

Late filing penalties apply to FPS returns due from employers from 6 April 2015.

Penalties can also be imposed if employers fail to file forms P45 and P46 due in each tax quarter on time. The maximum quarterly penalty is £3,000.

Forms P11D and payrolling of benefits in kind

Forms P11D are still required for 2017/18 unless all re-imbursed expenses are within a voluntary payrolling arrangement made before 5 April 2017. The only benefits which cannot be payrolled for 2017/18 are accommodation and loans, which must be reported on form P11D. If cars and car fuel benefits have been payrolled, then form P46(car) forms are not required.

P11D(b) is still required to account for the class 1A National Insurance contributions on benefits, irrespective of whether they have been payrolled.

It is not compulsory to payroll company car and fuel benefits from 6 April 2018 unless these were included in the benefits payrolling registration.

You must register for voluntary payrolling before the start of a tax year, so may wish to take action now to be ready for the year commencing on 6 April 2019. Registration automatically continues for subsequent years until 5 April following deregistration.

General advice and help

The HMRC telephone order line for stationery is 0300 123 1074. Their website is www.hmrc.gov.uk.

HMRC's telephone help line offers general advice on PAYE and NI deductions. The number is 0300 200 3200.

Shipleys' Client Payroll Department

The different PAYE codes and categories of national insurance contributions can make it tricky to get even the basic deductions right. However, real difficulties can arise when you add complications such as pension payments, payrolling of benefits, statutory sick pay, maternity and paternity pay, statutory redundancy pay, student loan repayments, attachment of earnings orders (covering things like Child Support Agency Payments) and modified PAYE schemes for expatriates.

Keeping abreast of the current rules and dealing with payroll matters is time consuming. That's why Shipleys' Payroll Department is popular with clients of all sizes. We can help with the whole process including employees' payslips and issuing instructions to your bank, thereby protecting your accounts department from unnecessary queries from your staff. We can assist with online filing.

Shipleys' client payroll department:

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Tax Year ended 5 April 2018

Key dates for employers: **Don't miss the deadlines**

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