



The clock is ticking on changes to PAYE

Changes to PAYE reporting are coming, which mean you'll need to report to HMRC with every monthly wage payment. Are you RTI ready?
Are you unclear about what is needed?

Avoid potential penalties. Let us help get everything ready in good time (see over for more details). Make an appointment today to discuss how RTI will affect your business.

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What is RTI?

HMRC is introducing a new way for employers to report PAYE. This is known as Real Time Information or RTI.

While the mechanism of PAYE will remain unchanged, RTI will entirely change the way in which employers submit PAYE details to HMRC.

Under RTI, information about payments to employees, PAYE deductions etc will be submitted each time a payment is made, as part of the payroll process. Every time you pay your employees you will send your rti return to HMRC online.

When and how?

Clearly this is more onerous than the current system of completing an annual P35, made up to 5 April each year and due for submission by 19 May.

Many employers will be legally required to use RTI from April 2013, and all employers will be required to report RTI by October 2013.

If you currently operate your own payroll using payroll software, then your software provider should now be in the process of ensuring that their systems will be RTI compliant. Should you currently be calculating your payroll on a manual records basis then thought needs to be given now as to how your business will be enabled to become RTI compliant.

In the interim however, we strongly recommend that you use the time before RTI becomes mandatory to cleanse your payroll data. HMRC have specified that information submitted to them must be completely accurate for submissions to be accepted. For example, employee names must be in full with no initials, dates of birth must be complete, as should National Insurance numbers.

If one piece of information is incorrect the whole of the payroll will be rejected. This could lead to tax credits being cancelled and other penalties being potentially charged to you as the employer.

How can we help?

We look after payroll processing for many of our clients. We will be going through a process of cleansing the data we have for those clients, to ensure we are ready for RTI, well before it is fully implemented. Those clients can then continue to concentrate on their business while we take care of these new obligations.

For other clients, we will be happy to undertake a review of your payroll systems with you, to ensure you know what steps are required, to be RTI ready.

If you would like to discuss how RTI will affect you please contact us to arrange an appointment.



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