

RUTHERFORD PENSION PLAN
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Need help?

For online guidance from
HM Revenue & Customs
go to

www.hmrc.gov.uk/payee

If you don't have internet access
phone the Employer Helpline on
08457 143 143

083/WA55658

February/March 2012

Important information for all employers

The paper Employer Packs and Employer Bulletins have been replaced by online guidance. For more information go to **www.hmrc.gov.uk/payee/forms-publications/employer-pack.htm**

Basic PAYE Tools

Basic PAYE Tools is a free software package that includes easy-to-use calculators and interactive forms to help you run your payroll. Employers with up to and including 9 employees will be able to file their Employer Annual Return (P35 & P14s) and starter and leaver information online. New and existing users should download the February 2012 version from **www.hmrc.gov.uk/payee/tools/basic-payee-tools.htm**

Email alerts

We strongly advise you to register to get an alert when new information or Basic PAYE Tools are available to download.

For more information, and to register for free:

- go to **www.hmrc.gov.uk/payee/forms-publications/register.htm**
- for Welsh language alerts go to **www.hmrc.gov.uk/cymraeg/payee/forms-publications/register.htm**

Finishing the old tax year 2011–12

You must send us your Employer Annual Return P35 and P14 forms online by 19 May 2012. Make sure that you, or your agent, file your returns online and on time to avoid penalties. There are very few exceptions to filing online. For more information go to **www.hmrc.gov.uk/payee/payroll/year-end/paper-filing.htm**

Starting the new tax year 2012–13

You must use the information provided on helpsheet P9X(2012) *Tax codes to use from 6 April 2012* to make sure you get your 2012–13 tax codes right. The P9X also helps you identify changes to Payroll Software, PAYE calculators and tax tables. To find helpsheet P9X(2012) go to **www.hmrc.gov.uk/helpsheets/p9x.pdf**

More information

For more information on:

- setting up your payroll go to **www.hmrc.gov.uk/payee/payroll/year-start.htm**
- the rates and limits for 2012–13 go to **www.hmrc.gov.uk/payee/rates-thresholds.htm**

Accessing guidance, forms and tools

We expect the vast majority of employers to access guidance, forms and Basic PAYE Tools online. This is the fastest and easiest way to get the information and resources that you need to run your payroll. If, exceptionally, you cannot download these materials phone the Employer Orderline on **08457 646 646**.



Pay As You Earn

Getting your business ready for the changes to Pay As You Earn

Real Time Information

HM Revenue and Customs (HMRC) is introducing a new way of reporting PAYE: Real Time Information, or RTI.

Under RTI, information about PAYE payments will be submitted throughout the year as part of the payroll process, rather than at the end of the year as they are now. Every time you process your payroll, your software will collect the necessary information and send it to HMRC online.

Regular reporting under RTI will reduce your end-of-year pressures and be more efficient, saving your organisation time and money.

Most employers will be legally required to use RTI from April 2013, and all employers will be required to by October 2013. HMRC will tell you when your business will need to make this move.



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What should I do now?

To make sure that your business is ready for RTI, here are some actions that you can take now:

- **To get your payroll data right:** read HMRC's *Improving your payroll data* internet pages carefully and make sure the following payroll details for your employees are (i) fully up-to-date and (ii) in the right format for RTI purposes:
 - Name must be the full and official forename(s) and surname (no initials) in the correct order
 - Date of birth must be given in the format 'DD/MM/YYYY'
 - National Insurance number (NINO) must be given as two letters, followed by six digits and end with a letter which will be either A, B, C or D.
- **To get your software right:** if you use payroll software, it will need updating to handle RTI. You will need to discuss this with your software provider. Small companies will be able to use HMRC's Basic PAYE Tools, which will work with RTI, free of charge.
- **To keep yourself informed:** make sure you regularly visit the HMRC internet site's RTI page to keep up-to-date with latest developments.

Where can I find more information?

- HMRC's main RTI internet page: <http://www.hmrc.gov.uk/rti/index.htm>
- HMRC's *Improving your payroll data* internet page: <http://www.hmrc.gov.uk/rti/dip/index.htm>
- HMRC's *Addressing the essential data quality issues* internet page: <http://www.hmrc.gov.uk/rti/dip/data-quality.htm>
- As well as HMRC's free-to-use Basic PAYE Tools, some software providers provide other free-to-use payroll products – see HMRC's *Pay As You Earn (PAYE) Recognition for payroll software and online forms* internet page: http://www.hmrc.gov.uk/efiling/payee/payee_software_forms.htm
- Visit the news pages at www.cipp.org.uk which the Chartered Institute of Payroll Professionals (CIPP) updates daily with information relating to RTI
- Accountants, bookkeepers, tax practitioners and software providers