

Top tips for Employer Year End reporting deadlines



EMPLOYERS' YEAR-END REPORTING

Gender pay 4 April	STBVs 31 May	PSA 5 July for new PSA application and 22 Oct for payment of PAYE/NIC.	P11Ds 6 July	Share plans 6 July
<ul style="list-style-type: none"> ▶ Identifying the relevant reporting entities and the correct number of employees within them is vital – get this wrong and all your other figures will be too. ▶ Make sure you are using the right payroll data – have you included individuals not on full pay? ▶ Have you selected the right elements of pay for your calculations? ▶ Have you included bonuses and non-cash items at the right values? ▶ Calculations – make sure you use the prescribed method for calculating quartiles and the six reportable measures. 	<ul style="list-style-type: none"> ▶ Check visitor's home country: Only those from nations with a UK DTA featuring a Dependent Personal Services/Employment Income article are eligible. ▶ Assess visit purpose & data accuracy: Not every visitor needs reporting but have all visits been recorded? ▶ Note foreign branch employees: Those from non-resident branches don't qualify. ▶ Watch for non-resident Directors: UK 'statutory' Directors on local duties are excluded. ▶ Monitor cost recharges: UK time spent may impact coverage when costs are recharged to a UK Company. 	<ul style="list-style-type: none"> ▶ Accurate coding is vital so you can review the costs to in detail and don't include exempt benefits. ▶ Plan how you use your benefits budget wisely to reduce the tax burden. ▶ PSAs usually cost less than grossing up through payroll so ensure costs are compared for each benefit. ▶ Remember you may have to do separate computations for England and Northern Ireland; Scotland and Wales. ▶ Talk to us - we can provide analytical tools developed over many years of assisting clients. 	<ul style="list-style-type: none"> ▶ HMRC no longer accept paper P11Ds – have you got P11D software in place? ▶ The £150 exemption for annual staff events can be complex to apply – check those details. ▶ While some benefits that are 'trivial' don't need to be reported – there are complex qualifying rules. ▶ Making cheap loans to employees can create a taxable benefit but there are some exemptions. ▶ Accurate tracking of car and van benefits is vital – read more. 	<ul style="list-style-type: none"> ▶ Returns are required for all open 'plans' – ie nil returns where there was no activity ▶ Collate all your data to report in one place to avoid missing any reportable activity – got the NINOs and PAYE references? ▶ Don't forget internationally mobile employees – you may still need to report for them. ▶ For the 'Other' return, don't forget to include the identifier numbers for specific types of reportable events. ▶ Save your submission receipts as proof of filing on time.
If you miss the deadline				
You may be named and shamed by the Government Equalities Office. Read more	HMRC may withdraw the STBV Agreement, imposing strict PAYE duties for short-term business visitors with potential penalties for late compliance. Read more	Without a PSA, benefits must be taxed on employees. Read more	Penalties will be charged. Read more	Penalties will be charged. Read more

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