

Payroll Year End

The forms and process

The payroll year end is in line with the Fiscal year 5th April.

Payroll months run from the 6th to the 5th of the month following. PAYE payments are made up to the 5th of each month and payment should be made by 19th of the same month.

When a payroll year ends a number of simple checks should be made before completing all the documentation.

All filing must be done online

- Make sure all employee details are up to date (address/full name/national insurance number/date of birth)
- P60s have been ordered from the order line. Old forms from the previous year will be rejected.
 - 0845 7 646 646 Mon-Fri 8am-8pm Sat 10am-1pm

Always check that the payroll is correct – add up PAYE paid in the year and reconcile to the P35.

Never use a temporary National Insurance Number (TN code)

The return must be filed to arrive by 19th May.

Late filing will result in penalties and these can be in excess of £1000 per return (P35).

P60s must be given to employees working on 5th April, by 31st May of the same year. P11Ds and P9Ds must be sent to the Inland Revenue by 6th July of the same year.