

Payroll

Quarterly Payments

The Inland Revenue will accept quarterly payments for

- PAYE
- National Insurance Contributions
- Sub Contractor Deductions
- Student Loan Deductions

To qualify for Quarterly payments the average monthly total payments must be less than £1500 (including tax credits where known)

The default payment schedule is monthly, but can be changed to quarterly payments. The appropriate Tax Accounts office must be contacted:

Shipley 01274 539321 Mon-Fri 8.00am-5.00pm

Cumbernauld 01236 736121 Mon-Fri 8.00am-5.00pm

The Accounts Office Reference (Collection reference needs to be quoted) which is printed on the front of the Yellow Payslip Booklet.

There are advantages to paying quarterly as there is reduced paperwork at a monthly level.

When paying quarterly it is vital that the correct payment slip is used. Failure to do so will mean that an automated payment demand will be sent, and the quarterly set up is cancelled and will have to re-set.

The payments slips to use are

Apr/May/Jun	Period ending 5 th Jul	Month 3
Jul/Aug/Sep	Period ending 5 th Oct	Month 6
Oct/Nov/Dec	Period ending 5 th Jan	Month 9
Jan/Feb/Mar	Period ending 5 th Apr	Month 12

To prevent confusion, tear out the slips for the other months and attach them to the rear of the payment book in case monthly payments rise above £1500.