

Get Ready for Payroll Year End – April 2008

Tips for a successful year end

Remember:

- All users who file online must be registered with HMRC via their Online services Web site.
- After you register with HMRC for Online services, you must activate the service. The password (PIN) sent by the HMRC expires after 28 days.
- If HMRC has sent you a paper P35 and you file online, please disregard it. If HMRC receives a paper P35 before you file online, they will regard you as having filed on paper. If this occurs and you are a small employer, you will miss out on your tax-free payment. If you are not a small employer and you should have filed online, you will face a penalty for not filing online.
- Blank P35s are not required. If there is no return to make, the employer writes to their tax office to inform them.
- Check your data for online filing errors, which most commonly include incorrect NINO's, field formatting, and negative numbers on returns.

Checklist: things to remember

Register for online filing with HM Revenue & Customs (HMRC)

Before you file your end of year forms using the Process Year End feature in QuickBooks®, you need to be registered for HMRC Online services (for example, register for PAYE for Employers). When you register, you will be sent a User ID and Password (PIN) by post. You cannot file online without your password, so register well before 19 May to receive your password and avoid a late filing penalty.

Important: Keep a copy of your User ID and Password in a safe location. QuickBooks does not save this information.

Visit <https://online.hmrc.gov.uk/home> to learn more about registering for HMRC Online services.

For more information on HMRC Online services, visit <https://online.hmrc.gov.uk/home> to view HMRC Frequently Asked Questions.



Where do I find the information I need to register?

Refer to the yellow PAYE paying-in booklet supplied to you by HMRC to obtain the following information:

- Tax office reference: the first part of the reference is three digits and comes before the forward slash on the long reference number.

- Employer reference: the second part of the reference comes after the forward slash and is your tax office employer reference.
- Accounts office reference: if your enrolment fails, you may need to adjust the format of the accounts office reference. If you have entered 123XX4567, you may need to insert two or three leading zeros after the letters (for example, 123XX004567 or 123XX0004567). Do not enter any spaces.

□ **Order Year End Forms**

Don't get caught without year end tax forms.

To enable you to complete 2007-2008 P14/P60s, we have produced year end tax forms approved by HM Revenue & Customs.

To order forms, visit <http://www.QuickBooksStationery.co.uk> or ring 0800 279 5285.

□ **How do I know that the values printed on the P60 are correct?**

Check the following:

- Create a Payroll Summary report and a Statutory Payments Detail report. Compare these reports to the P14/P60 and P35.
- The amounts on the P11 should match the P14/P60.
- Consult with your accountant to ensure the values are correct.

□ **Check for common online filing errors**

Before you complete your online filing, visit <http://www.hmrc.gov.uk/employers/doitonline/10-4.htm> to read about common online filing errors. The most common errors include incorrect:

- NINO's (*National Insurance Numbers*)
- Date of Birth and Gender complete, but NINO is blank.
- Characters in the name or address field.
- Postcode format

Note: The later versions of QuickBooks will either automatically verify data on saving the employee record or, it will verify when running the **Test File Online** facility.

□ **Get questions answered**

Helpbooks

Refer to the [E10\(2008\) Employer Helpbook](#) for information about finishing up the 2007-2008 tax year up to 5 April, 2008, including information for filling in the following forms:

- P11 - Deductions working sheet
- P14 - End of year summary
- P35 - Employer annual return
- P60 - End of Year Certificate

For additional employer helpbooks, visit <http://www.hmrc.gov.uk/employers>.

□ **QuickBooks Frequently Asked Questions (FAQs)**

Intuit frequently updates the QuickBooks Support Site with new FAQs. To view FAQs about online filing, visit <http://quickbooks.intuit.co.uk/support/faqs.jsp> and search for keyword "filing online." Some common questions include the following:

- [How do I file end of year payroll forms online?](#)
- [Who has to file online?](#)
- [What are the deadlines for filing online?](#)
- [How do I amend my end of year return after it has been filed online?](#)
- [How do I know HMRC has received my forms and returns?](#)
- [What do the errors in the Test File Online feature in QuickBooks mean?](#)
- [Is there anything I can do to make the e-file process go more smoothly?](#)

□ **Important Dates: check your calendar**

Before 5 April: Update QuickBooks to ensure you've received the April 2008 Payroll Update so you can finish your end of year and create accurate payroll payments.

18 April: Cheque payments to be received by HMRC for PAYE and Class 1 NICs for month/quarter ended 5 April, including any outstanding amounts for 2007-08 Class 1a NICs.

22 April: Last day for electronic payments for PAYE and Class 1 NICs to be cleared through the HMRC bank account for month/quarter ended 5 April, including any outstanding amounts for 2007-08 Class 1a NICs.

Important: The need for a second (May) Tax Table update will only be known once the Budget has been announced on 12th March, 2008.

19 May: Last date for your 2007-2008 P14 (or substitutes) and P35 to reach your HMRC office. You have until midnight on the 19th to file your return. Penalties are chargeable on returns received after 19 May.

31 May: All employees still employed on 5th April, 2008 must have received their 2007-2008 P60 form. Do not send P60s to employees who left during the tax year.

6 July: Last day for submission of 2007-2008 P9F, P11D (or substitutes), return of Class 1A NICs on the P11D(b), and copies of P9D and P11D to be given to employees. (QuickBooks does not handle these payroll forms.)

18 July: Cheque payments to be received by HMRC for PAYE and Class 1 NICs for month/quarter ended 5 July, including any outstanding amounts for 2007-08 Class 1a NICs.

22 July: Last day for electronic payments to be cleared through the HMRC bank account for month/quarter ended 5 July, including any outstanding amounts for 2007-08 for PAYE and Class 1 NICs.

Note: Late fees will apply to payments that have not been received by the above dates.

 **Recommended times to file online**

We recommend you **avoid** filing online the weekend of 4-6 April. The HMRC servers will be down, which means you will not receive an e-mail back from HMRC in regards to your online filing submission until the server access returns. You can still send your return through

QuickBooks, but you may not receive an acceptance or rejection message during this time period.

QuickBooks 2004 and 2005 users will be unable to process payrolls in the new tax year

QuickBooks 2004 and 2005 will be sunset as of 5th April, 2008. As a result, the following support and service options will no longer be available:

- Live technical support
- Email support
- Product Updates
- Payroll Service

If you are a QuickBooks 2004 or 2005 user, you will be able to process your payroll year end when you receive the product update, but you will need to upgrade to QuickBooks 2008 (or QuickBooks 2006 if you use Multicurrency) to continue using payroll into the new tax year. Visit <http://quickbooks.intuit.co.uk/> or ring 0845 606 2161 to upgrade to QuickBooks 2008 or QuickBooks 2006.

Installing the latest QuickBooks Product Update

Intuit is releasing a product update for the payroll service in QuickBooks 2004, 2005, 2006, and 2008 in March. Full details on what else is included in the product update will be available on the QuickBooks Support Site when the update becomes available.

Important: This product update includes updated Tax Tables for QuickBooks 2008 and 2006. For QuickBooks 2004 and 2005 users, it provides the ability to complete your 2007-2008 payroll year end, but does not include a tax table update for the new tax year. If you are a QuickBooks 2004 or 2005 user, upgrade to QuickBooks 2008 (or QuickBooks 2006 if you use Multicurrency) to continue using payroll in the new tax year.

How do I receive QuickBooks product updates?

You can receive a QuickBooks product update three different ways.

- **Automatic Update**

QuickBooks provides automatic background downloading of new product releases through QuickBooks Automatic Update. QuickBooks will prompt you to install available updates the next time you start QuickBooks. To ensure you have Automatic Updates turned on, complete the following:

1. Go to the **Help** menu and click **Update QuickBooks**.
2. Click the **Options** tab.
3. For the **Automatic Update** option, click Yes.

- **Download**

Visit <http://quickbooks.intuit.co.uk/support/updates.jsp> and download the latest QuickBooks update.

Note: This download feature is only available for QuickBooks 2008 users.

- **CD**

Intuit will send CDs to all QuickBooks 2006 and earlier payroll users. The CD only contains updates for QuickBooks 2006 and earlier versions. If you are using the payroll service in QuickBooks 2008 and receive a CD, please disregard the CD.

What's in the product update?

To see what has been included in the product update once you've updated QuickBooks, complete the following:

1. From the **Help** menu, select **Update QuickBooks**.
2. Click the **Update Now** tab, and then click the **Maintenance Releases** link.

Contacting Us

- QuickBooks Support - 0845 606 2161
Monday – Friday, 9 a.m. – 7 p.m. until 31 May.
Monday – Friday, 9 a.m. – 5:30 p.m. starting 1 June (excluding bank holidays).
- QuickBooks Web site - <http://quickbooks.intuit.co.uk>
- Customer Feedback - email us at ukpayroll@intuit.com to let us know your opinion of QuickBooks Small Business Payroll.
- Discussion group - ask questions and share expertise about QuickBooks Payroll at the UK QuickBooks online community, visit <http://community.quickbooks.co.uk>.

Contacting HMRC

- Employers' Helpline - 0845 714 3143
Monday – Friday, 8 a.m. – 8 p.m.
Saturday – Sunday, 8 a.m. – 5 p.m.
- Employers' Online Services helpline - 0845 605 5999
- Employers' Orderline - 0845 764 6646