

Payroll Service

Applying for advance funding from HMRC For employee tax refunds and statutory payments including SMP, ShPP, SPP, SAP and ASPP.

The standard procedure for the recovery of employee tax refunds or statutory payments is to offset the amount paid to the employee from the next PAYE liability. If however, your monthly PAYE liability is insufficient to offset the tax rebates and statutory payments and your business requires financial assistance, an application can be made to HMRC.

Applications can be made direct to HMRC either through your Government Gateway or via the HMRC website. **Alternatively Pay Check can make the application on your behalf.** To request this additional service please call or email our Payroll Team on paycheck@paycheck.co.uk or 020 7498 1133 for details and fees.

Notes on applying for financial help

Tax refunds:

HMRC aims to deal with online application within 6 days. An application may be rejected if the PAYE payments are not up to date. For full information about applying for financial help go to: <https://www.gov.uk/payroll-funding>

Statutory payments:

You can apply for an advance up to 4 weeks before you need to make the first payment to your employee.

If you claim an advance of statutory payments, the amount reported on an Employer Payment Summary (EPS) is offset against the advance claimed. In situations where statutory payment funding is applicable, the recovery amount on the EPS will be greater than the deductions total on the Full Payment Summary (FPS) report e.g. if the FPS reports PAYE and NIC liability of £1800, and the EPS shows statutory payments recoverable as £2500, HMRC would recognise that the company is in credit by £700. Where statutory payment funding is in place this £700 would "pay back" the funding. Over the course of your statutory payment these credit amounts should balance the statutory funding amount.

If there is any advance amount still remaining at the end of the period the advance covers, this is owed to HMRC. This is payable by the due date i.e. the 19th of the following tax month the payment advance covers. If there is any amount due this value should be added to and paid alongside the calculated remittance amount on your month end summary PAYE Remittance report. For full information about applying for advance funding go to: <https://www.gov.uk/recover-statutory-payments/if-you-cant-afford-to-make-payments>

If you would like Pay Check to make an application on your behalf please call or email our Payroll Team on 020 7498 1133 or paycheck@paycheck.co.uk

Visit www.paycheck.co.uk or call us 020 7498 1133
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