

# P11D Submission Service

## Annual P11D Submission

Each year by July 6th you must notify HMRC of any expenses and benefits provided to directors and employees up to the end of the previous tax year.

Reporting is made through the submission of P11Ds, which record expenses and benefits that may include:

- > Accommodation
- > Beneficial loans
- > Company cars and fuel
- > Gym membership
- > Medical insurance
- > Non-cash vouchers

*NB. You do not have to report some routine business expenses such as business travel, phone bills and business entertainment expenses as these are covered by an exemption.*

Unless you already have specialist software and in-depth knowledge of benefits in kind, submission of your P11D forms can be both complex and time consuming.

### Our P11D Submission Service

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Pay Check can now submit P11D forms on your behalf. Investment in specialist software alongside our knowledge and expertise means that we can advise, record and calculate taxable benefits efficiently and cost effectively.

Our service includes:

- > Preparation and submission of P11D forms to HMRC accurately and on time.
- > Preparation and submission of the P11D(B) form.
- > Specialist advice on the treatment of specific benefits to ensure compliance with legislation.
- > Calculation of the Class 1A NIC liability due for payment.
- > Uploading P11Ds onto your web payslip site\* to be stored alongside your payslips and P60s.

**If you would like to find out more about how our P11D service can benefit you please call 020 7498 1133 or email [paycheck@paycheck.co.uk](mailto:paycheck@paycheck.co.uk). Alternatively for a quotation with no obligation simply complete the form attached and return it to us with the heading P11D QUOTATION.**

\*For those clients subscribing to our Web Payslip Service. For further information on this service please see our factsheet <http://www.paycheck.co.uk/docs/Web%20Payslip%20Fact%20Sheet.pdf>

Visit [www.paycheck.co.uk](http://www.paycheck.co.uk) or call us 020 7498 1133  
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