



# P11D SUBMISSIONS

Helping our clients understand their requirements...

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## Annual P11d Submission

Each year by July 6th, all employers must notify HMRC of any expenses and benefits provided to directors and employees in the previous tax year. Reporting is made through the annual submission of P11D forms which record expenses and benefits that may include:

Accommodation, Beneficial loans over £10k, Company cars and fuel, Gym membership, Medical insurance, and 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.*

## Our P11d Service

Organisations can often struggle to meet the deadlines and demands of completing the annual P11D submission, mainly because it is a large amount of work in a short period of time, so it is difficult to resource. Our outsourced service means we manage the entire process on your behalf, so you avoid penalties for late submission and incorrect calculations, and have a simple fixed cost to budget.

### How does our service work?

- ⇒ Request through the website a P11D template.
- ⇒ We will provide you with a template 48 hours after this request
- ⇒ Return the complete template before the 29<sup>th</sup> May – if you return before the 23<sup>rd</sup> April you will receive a 7.5% discount.
- ⇒ We will calculate the Class 1A NIC liability due for payment.
- ⇒ We will prepare & submit the P11D forms to HMRC accurately and on time.
- ⇒ Prepare and submit the P11D(B) form.
- ⇒ Provide P11D's for your employees
- ⇒ If you have a BACS facility in place, we can pay the liability to HMRC on your behalf

\*Submissions past 14<sup>th</sup> June are not guaranteed to be submitted to HMRC on time.

\* The 7.5% discount will be applied subject to the deadline and there being no further amendments to your data.

## Costs

P11d's are charged per employee, as below\*\*:

- ◆ **£17.50** + VAT per P11d between 3 and 100 employees.
- ◆ **£15.00** + VAT per P11d for 101 to 150 employees.
- ◆ **£12.50** + VAT per P11d for 151+ employees.
- ◆ **£10.00** + VAT for Class 1A BACS Payment Submission.
- ◆ **£25.00** + VAT for the submission of P11dB Only.

\* 7.5% discount applied when terms are met as above.

\*\* The minimum fee is **£50** + VAT.

## Deadlines

- ◆ **23rd April** - Return your completed template to receive the 7.5% discount.
- ◆ **29th May** - Return your completed template to ensure submission on time.
- ◆ **26th June** - Final Approval of P11d Data for Submission.
- ◆ **5th July** - Electronic Submission to HMRC must be received.
- ◆ **19th July** - Deadline for payment of Class 1A National Insurance Liabilities.

\* Any late submissions to Pay Check may incur an additional charge.

## Useful Tips

**Payrolling Benefits:** If you have registered to payroll benefits you **do not** need to provide a P11d to your employees. You **do** need to submit a P11dB and make a Class 1A payment to the HMRC.

**VAT:** You need to include VAT and any other additional premiums when reporting benefits to the HMRC.

**Amount Made Good:** This is any amount the employee have paid towards the cost of the benefit, i.e. through a payroll deduction. This will reduce the taxable benefit amount on the employee.

**Cash Allowances:** Allowances for Car/Travel etc. are paid via payroll. P11ds are for NON cash benefits or expenses.

**Note:** Its important that you complete all of the information on our P11d Template as required.

## Penalties

You'll get a penalty of £100 per 50 employees for each month or part month your P11D(b) is late. You'll also be charged penalties and interest if you're late paying HMRC.

## Contact Us

- ⇒ Call us on 020 7498 1133
- ⇒ Email us on [P11d@paycheck.co.uk](mailto:P11d@paycheck.co.uk)