

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, by using the link provided by 14th May.
- ⇒ We will provide you with a template to populate your data, within 2 working days of this request.
- ⇒ Return the completed template to us, by the 28th May
- ⇒ We will prepare the P11Ds/P11D(B) and calculate the Class 1A NIC liability due for payment.
- ⇒ We will send you a copy of the P11Ds/P11D(B) for you to approve.
- ⇒ Once approved, we will submit the P11D forms to HMRC accurately and on time.
- ⇒ We will also submit the P11D(B) form to the HMRC.
- ⇒ Provide P11D's for your employees in PDF format or direct to the employees portal.
- ⇒ If we send BACS on your behalf, we can also pay the Class1A liability to HMRC on your behalf.

*Submissions past 11th June are not guaranteed to be submitted to HMRC on time.

*If you submitted P11d's for the 19-20 tax year and do not have anything to report for the 20-21 year, you must complete a Nil P11dB submission to ensure a penalty isn't applied for non completion.

Costs

- ◆ **The minimum fee is £52.50 + VAT**

P11d's are then charged per employee, as below:

- ◆ **£18.90 + VAT** per P11d between 3 and 100 employees.
- ◆ **£16.25 + VAT** per P11d for 101 to 150 employees.
- ◆ **£13.65 + VAT** per P11d for 151+ employees.
- ◆ **£12.50 + VAT** for Class 1A BACS Payment Submission.
- ◆ **£26.25 + VAT** for the submission of P11dB Only or a Nil P11dB Submission.

Deadlines

- ◆ **14th May** - Complete your registration for our service. (web link closes COB today)
 - ◆ **28th May** - Return your completed template to ensure submission on time.
 - ◆ **28th June** - Final Approval of P11d Data for Submission to HMRC.
 - ◆ **6th July** - Electronic Submission to HMRC must be received.
 - ◆ **22nd 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.

After the P11d is submitted, HMRC will update employees tax codes to reflect the tax due on the reported benefits.

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