

Topics

1. Filing in-year forms on line.
2. Late payment of monthly PAYE

We are delighted to be able to bring you the first issue of our email Newsletter. We kick off with some great news: **NO PRICE INCREASE FOR 2010-11 TAX YEAR** - due to the savings achieved by our investment in new software we will be able to keep the rates which we introduced in November 2008.

Have you had a glance at our improved website <http://www.dcs payroll.co.uk/>

If you have any suggestions for improvements to the website or the newsletter we'd love to hear them.

FILING IN-YEAR FORMS ONLINE

As of **6th April 2009** it is compulsory for employers of **50 or more employees** to file all in year forms on line. **Fines for non compliance started in Jan this year.** If you have **fewer than 50 employees**, you will have to file online from **6th April 2011**.

Not filing on line can be subject to penalties from £100 to £3000 depending on the number of forms that should have been filed.

But no need to worry, you may not know it but we have been filing all in year forms on line for the past 9 months.

The forms include: P45 Part 3 - New Starters
P46 - New Starters with no P45
P45 Part 1 - Leavers

When filing online there are **important employee details** which we need: Full Name
NI Number
Date of Birth
Address including Post Code

**If an employee does not have an NI Number you must supply the date of birth and address or the forms will not be accepted by the Revenue.*

WARNING: Please note if we don't have these details we can't file on line and the form will be returned to you and the employee will be put on a Basic Rate tax

code until we receive the correct information.



LATE PAYMENT OF MONTHLY PAYE

More bad news - as of **6th April 2010** Penalties will be introduced for all employers and Contractors for late payment of the PAYE.

The penalty will be a proportion of the amount that is late. The Percentage is as follows:

No. of late payments in the tax year	Penalty %
1	No Penalty
2-4	1%
5-7	2%
8-10	3%
11-12	4%

Any payment 6 months or older will be charged at 5%. If you currently pay quarterly a penalty will not be issued until the quarterly payment is late.

Class 1A and 1B NICs - 5% if not paid in full 30 days after the due date. A further 5% after 6 months and another 5% if not paid 12 months after the due date.

Enough of the boring stuff we hope you have a great Easter break.

Speaking of Easter - What do you get when you pour hot water down a rabbit hole?

A Hot Cross bunny.

Enquiries: If there are any areas you would like to discuss further or have any queries, you can contact Rico Liverani, Managing Director or Sherree Patterson, Office Manager on 0191 5147009 we look forward to hearing from you, DCS Payroll.