



## Welcome

### Welcome to the second edition of your new-look Employer Bulletin - and thanks to those who provided positive feedback on the new layout.

The aim of the Bulletin is to provide you with the information you need to help you meet your payroll obligations to HMRC, and provide advance notice of forthcoming changes. As part of that support, the Bulletin contains many signposts to up-to-date online guidance so that you don't need to phone the Employer Helpline.

This edition includes a couple of timely reminders: on page 2 you are reminded to check your eligibility and claim any Employment Allowance to which you're entitled. You could claim a reduction of up to £2,000 in the amount of employer Class 1 National Insurance contributions you pay. And on page 3 there is an important reminder that, from October, we will be charging in-year penalties for late submissions of PAYE information. You will want to make sure you avoid those.

As well as these important reminders, we hope you find the other items in this edition both helpful and informative. To help make sure you don't miss future updates, I'd urge you to sign up to receive our free email alerts. Doing so means we'll be able to send you an email each time a new edition of the Bulletin is published. Just go to [www.hmrc.gov.uk/payerti/forms-updates/forms-publications/register.htm](http://www.hmrc.gov.uk/payerti/forms-updates/forms-publications/register.htm) for more information and to register your details.

And finally, our aim is to be able to deliver clear, consistent and timely information which is appropriate for employers and helps meet their payroll obligations to HMRC. So, if you have any comments or suggestions about the contents of the Employer Bulletin or would like to see a specific topic covered, please drop me a line at [Alison.bainbridge@hmrc.gsi.gov.uk](mailto:Alison.bainbridge@hmrc.gsi.gov.uk). Your feedback would be most welcome.

Alison

Alison Bainbridge  
Editor

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# 725,000 employers have benefited from the Employment Allowance

## Have you claimed your Employment Allowance yet?

### Don't lose out, do it today.

725,000 employers have already benefited by claiming the Employment Allowance, which offers businesses and charities a reduction of up to £2,000 in the amount of employer Class 1 National Insurance contributions (NICs) they have to pay every year.

Over half of all eligible businesses have already claimed the Employment Allowance, three months after its introduction in April 2014, resulting in around £500 million of employer NICs relief.

### There is still time to claim your Employment Allowance and this is easy to do through your payroll or HMRC's Basic PAYE Tools.

All you need to do is [check your eligibility](#) and then claim through your payroll. This is likely to be ticking a box, or something similar depending on your payroll software.

If you haven't claimed your Employment Allowance yet, you can do this now.

You can claim the Employment Allowance after the start of the tax year as long as your business or charity has employer Class 1 NICs liability and is eligible to claim the Employment Allowance. For example, if you make your claim in August, your Employment Allowance deduction against your year-to-date Class 1 NICs liability will be your employer Class 1 NICs liability to date (up to the £2,000 annual maximum) as shown on your last Full Payment Submission.

An example of how to make the NICs deduction when claiming the Employment Allowance after the start of the tax year is given in the [Further Guidance on claiming the Employment Allowance](#)

### You will be able to see how much Employment Allowance you have used in "View PAYE Liabilities and Payment" in HMRC's online service.

If you have claimed the Employment Allowance, the amount will be available to view along with your Full Payment Submission (FPS) information. Occasionally, however, there may be a short delay in updating the Employment Allowance element on the dashboard and so there may be a delay before your FPS (employer NICs) information is included in your Employment Allowance amount and you will need to check again a few days later.

You can also check [processing times and guidance](#) on when your Employer Payment Summary (EPS) and your liabilities and payments information will be updated.

In September/October any PAYE scheme that hasn't made a claim for the Employment Allowance will receive an electronic Generic Notification Service (GNS) message from HMRC to encourage them to check eligibility and claim.

It is important to remember, the Employment Allowance can only be claimed once for each employer and not for each PAYE scheme. So even if an employer receives a reminder to claim the Employment Allowance, they must ensure they are only claiming once against one PAYE scheme, especially if the business runs multiple schemes. The Employment Allowance can only be claimed once for each employer or group of employers. More information is available in the [further guidance on claiming the Employment Allowance](#)

### How can I view a GNS message?

GNS messages are designed to help employers keep their tax affairs up to date, so it is important to check these regularly. If you have registered for email reminders you will receive an email alert if you have a new GNS message to view. The email will include a link direct to the notice you have received.

PAYE Online can be used to set up email reminders, when there's something new for you to view, but you can view GNS messages at any time by:

- logging onto PAYE online
- using HMRC's PAYE Desktop Viewer
- using your commercial payroll software, as long as it is compatible.

If you use Electronic Data Interchange (EDI), the message will be sent using the same EDI channel. EDI users can now choose how to receive GNS notices. To make the choice go to HMRC Online, select the Generic Notice option link and choose between receiving GNS notifications through either EDI or internet.

## In-year penalties for late filing start from October 2014

From October, we will be charging in-year penalties for late submissions, so please **act now** if you are still receiving Generic Notification Service (GNS) messages alerting you either that

- you have sent in late submissions, or
- you haven't sent in the number we were expecting.

There is information about what you should do in our ['Online notices - Generic notification service guide'](#)

### Report on time to avoid penalties

The normal deadline for sending payroll information is on or before the day you pay your employees. If you use a payroll provider, please make sure you send them your payroll information in good time to meet the deadline.

You can find more information about the few exceptions in our [Running payroll – Sending an FPS after payday](#) guidance. If a payment qualifies for an exception, please remember to use the late reporting reason code on your Full Payment Submissions (FPS). There are full details in the 'Late reporting reason' section of our ['What payroll information to report to HMRC'](#) guidance.

### Updated Generic notifications

Up to now, to help employers avoid penalties in future, HMRC has sent GNS messages to help employers. From October, if you receive non-filing or late filing GNS, it will mean that you appear to have sent a submission late (or not at all) and that you may have to pay a penalty.

### Penalty notices and new online appeals

We will send penalty notices by post each quarter at the end of July, October, January and April. These penalty notices will show the penalty amounts due for any filing failures that arose in that quarter.

Penalty notices will include information on how to appeal if you think it is incorrect or had a reasonable excuse for the failure. The quickest way to appeal against a penalty notice you've received will be online. To do this, you select the 'Appeal a Penalty' link from your PAYE online account. Sending your appeal electronically means you will receive an immediate response about your appeal, and it will not change the way that we will consider your appeal.

There's more information in our ['At a glance: late filing penalties and appeals helpsheet'](#)

## Basic PAYE Tools for the 2014 to 2015 tax year

Basic PAYE Tools has been enhanced (version 14.1.14168).

This is an update to the existing version, and if you have the automatic updates switched on, and your computer is connected to the internet when you open Basic PAYE Tools, you will be automatically advised that the software update is now available.

To ensure that you are prompted when updates are released you should:

- Open Basic PAYE Tools and from the Home page follow the 'Settings' link
- Select 'Yes' to 'Automatic update?'
- Scroll to the bottom of the screen and select 'Save'.

## HMRC payslips

When you pay HMRC do you use a payslip and make your payment at a bank or Post Office counter? If so it is very important that you only use the official payslip issued by HMRC.

Official HMRC payslips are those from the P30BC Payment Booklet, the bottom section of other HMRC forms, and some single payslips with attached counterfoil that are also issued by HMRC.

Please do not photocopy payslips or print one yourself, even those from payroll software because they may contain wrong information which could misdirect your payment!

Some payments have not reached HMRC but have ended up in a bank's suspense account due to incorrect bank account information on a payslip printed by payroll software.

It is not only incorrect details on the payslip that cause problems. The paper the payslip is printed on, the ink used or the fonts may not be compatible to use with our systems; the position of the codeline and other important information may be slightly out, all of which have the potential to delay your payment.

A payment delayed because an unofficial payslip has been used could mean your payment is received after the due date which could cost you money, so please only use official HMRC payslips or use a different payment method.

If you do not have a payslip there are [alternative payment methods](#) which are quicker and more secure. Alternatively if you are paying by post and you don't have a printed payslip from HMRC you can complete and print off a [PAYE payment slip](#) instead to post with your cheque to HMRC.

## Employment Related Securities (ERS) online service

Since the service went live on 7 April 2014 some customers, particularly agents, reported problems when using this service. Most of these issues have now been resolved. If you have any problems registering or submitting an Enterprise Management Initiative (EMI) notification online please call HMRC's online services helpdesk on 0300 200 6600 to log the problem.

Where the deadline for notification of an EMI option has been missed solely because of online service issues you will have a reasonable excuse for late notification. If this applies, please write to us using the contact details on HMRC's [website](#), providing the name of the company, the scheme, the agent (if applicable) and the unique scheme reference number allocated to the scheme by the system. Also provide details of the problem you encountered as well as any online helpdesk reference numbers you have been given by HMRC for reporting the problem.

You will find some common questions and answers relating to the registration of employee share schemes on the new ERS online service on HMRC's [website](#)

### Registration timetable

Here's a reminder of our suggested timetable for registration. You can, of course, choose to register at any time. But please make sure you do it in plenty of time before 6 July 2015 or you risk either losing tax advantages or being unable to file your end of year return on time and then incurring penalties.

Period	Companies with names beginning with letters
April to May	A to E
June to July	F to L
August to September	M to S
September to October	T to Z

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## Help and support for small and medium businesses

### HMRC Online Seminar – ‘Penalties for inaccuracies in documents and returns’

HMRC has produced a series of online seminars – ‘webinars’ – both live and pre-recorded, to help customers to understand some of the obligations they need to meet.

Of particular note we have produced a [bitesize video](#), a [pre-recorded webinar](#) and a live webinar called Penalties for inaccuracies in documents and returns. These are principally aimed at tax agents, advisers and bookkeepers but may also be useful to employers with responsibility for PAYE.

A list of all available topics and the facility to register for [HMRC webinars](#) is available on our website.

## Updated Employment Tribunal Appeals guidance and forms for National Minimum Wage (NMW) Appeals

The Presidents of the Employment Tribunals in both England & Wales and Scotland have introduced new guidance and forms for employers who wish to appeal against a NMW Notice of Underpayment issued by HMRC.

The new guidance and forms were introduced from the 23 June 2014 for [England and Wales](#) and [Scotland](#) and can be downloaded from the Ministry of Justice website.

## Universal Credit expands to the North West

Universal Credit continued its rollout across the north west of England from 23 June 2014. By the end of the year when this expansion has been completed 1 in 8 Jobcentres in Britain will offer Universal Credit.

From 30 June 2014, the new service began to accept joint claims from couples in Hammersmith, Inverness, Rugby, Bath and Harrogate. And from 28 July, Universal Credit became available to couples in all live site areas, this means that Universal Credit is now available to single and couple claimants in [38 areas](#) of England, Scotland and Wales.

The Department for Work and Pensions delivers Universal Credit which will help to provide employers with a more flexible workforce.

Universal Credit brings together a range of working-age benefits including Jobseeker’s Allowance, Working Tax Credits and Housing Benefit into a single payment. It encourages people on benefits to start paid work or once in work, to increase their hours by making sure work pays.

It is paid to claimants monthly and as calculations for those in work are based on information provided by employers, it’s important to make accurate and timely submissions of PAYE information in real time. If PAYE information is reported late it may affect the Universal Credit payment for that month, depending on when the person’s monthly Universal Credit payment date is. Universal Credit also helps the Department for Work and Pensions to tackle fraud or error.

The latest information for employers on Universal Credit is on the [partner toolkit](#) on GOV.UK including an [employer from the hospitality industry](#) talking about the benefits it will bring to business.

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# Shared Parental Leave

## What is Shared Parental Leave and Pay?

The Government is reforming the statutory pay and leave entitlements available to employed parents. For babies due or adopted children matched or placed on or after 5 April 2015 a new entitlement of [Shared Parental Pay and Leave](#) (ShPP/SPL) will replace Additional Statutory Paternity Pay and Leave (ASPP/APL). The parents of babies due or adopted children matched on or before 4 April 2015 will continue to be eligible for ASPP and APL.

ShPP/SPL gives families greater choice over how they arrange childcare in the first year by allowing working mothers the option to end their maternity pay and leave early and to share untaken leave and pay with their partner. An adopter will similarly be able to bring their adoption leave and pay to an early end to opt into ShPP and SPL.

It is intended to enable partners to take a greater role in caring for a child, and to help both parents to better balance childcare responsibilities with staying in work. For businesses, this helps them keep their best talent and allows employers to recruit with confidence that their employees will be less likely to drop out of the workforce when they have children.

Current entitlement to 52 weeks statutory maternity/adoption leave, 39 of which is paid, and two weeks of statutory paternity leave and pay is all unchanged. However, the first six weeks of Statutory Adoption Pay will increase to 90% of average weekly earnings to bring it in line with Statutory Maternity Pay.

## How does it work?

Working parents of a baby due or an adoptive child placed on or after 5 April 2015 may be eligible for SPL and ShPP. Under SPL and ShPP, mothers/adopters will be able to choose to end their maternity/adoption leave and pay early (at any point from two weeks after the birth/placement), and share their untaken pay and leave with their partner. Shared parental leave and pay can be stopped and started and parents can be off at the same time, if they wish.

Parents will be able to take their leave in phases, for example 20 weeks for the mother/adopter, followed by 20 weeks for the father/partner, followed by 10 weeks for the mother/adopter. So it may be the case that statutory parental pay is paid over one or two discontinuous periods. Parents must notify their employers of their plans under SPL 8 weeks before they become eligible for it, and all shared leave and pay must be taken between the birth/placement and the child's first birthday.

## What do employers need to do?

We expect the first notifications of intention to take SPL to arrive with employers from February 2015. The Government will provide an example form for parents to use. Some employers may wish to create their own requirements for how their employees notify them.

We anticipate that employers will need to update payroll systems where relevant to accommodate providing ShPP to employees taking SPL, and to enable these payments to be paid discontinuously where necessary.

The Government will provide online tools to check eligibility, and publish detailed guidance on the rules around SPL and ShPP. A key part of SPL is the discussion between employer and employee to agree the phasing of SPL and the return to work, and ACAS will also publish guidance to support this process.

## Early Births

Shared Parental Leave and Pay is available to eligible parents of babies due on or after 5 April 2015. Of course some babies will arrive early. So long as the due date is on or after 5 April, eligible parents of babies born earlier will still be eligible for Shared Parental Leave and Pay.

Legislation designed to allow comparable rights for working parents to be introduced in Northern Ireland is currently being considered by the Northern Ireland Assembly.

This means employees in Northern Ireland will not be able to access ShPP/L for early births and will continue to be able to apply for Additional Statutory Paternity Pay and Leave.

An [employer guide](#) providing further information is available on the GOV.UK website.

## PAYE for Employees – a new digital service

PAYE for Employees is a new online service for individuals who fall within the PAYE system and will become available from the end of September 2014. It will allow employees to view, add and amend their company car and car fuel details online.

### What does the new service offer?

Employees have previously been able to tell HMRC about any changes to their circumstances, including changes to their benefits in kind, by phoning or writing to us.

PAYE for Employees will allow customers to view and make changes that will alter their tax code online for the first time, starting with a limited range of benefits in kind. During 2014 additional functionality will be added to let customers report other changes affecting their tax code.

As an employer this should mean you get fewer queries from your employees as their tax codes will be more accurate and up to date.

Agents will be able to use the service on behalf on their clients later in the year.

### What about payrolling of benefits in kind?

Some employers currently payroll benefits in kind which means the correct tax is charged each week or month without the item being included in the PAYE coding. Where an employer operates such a payrolling system there is no need for the employee to tell us about the provision of the benefit in kind.

### What about our other customers?

Some people will always need to write to HMRC or speak to us on the phone. But by delivering digital services that are so good, people prefer to use them, many straightforward enquiries or transactions can be dealt with online. This will free up our resources to deal with the more complex enquiries we get or to support our customers who can't use our digital services.

## Annual Tax Summaries for PAYE taxpayers

From October 2014, HMRC will send around 24 million taxpayers a new personal tax summary.

The tax summary will show the individual how their income tax and National Insurance contribution (NICs) have been calculated for the previous tax year and give an indication of how the taxes have been spent by Government.

**The tax summary is for information only.** It will clearly tell individuals who receive one that they don't need to take any further action.

Around 16 million tax summaries will be delivered by post to PAYE taxpayers between October 2014 and December 2014. Individuals in Self Assessment will get their tax summary online.

The information in the tax summary will relate to the tax year ended 5 April 2014. It will also show any NICs paid by the employer to give individuals a clearer indication of the total NICs paid as a result of their employment.

If any of your employees get a tax summary and they contact you for more information please advise them to go to [www.gov.uk/annual-tax-summary](http://www.gov.uk/annual-tax-summary)

## Scheme Contracted-out Numbers

From 6 April 2014 employers are legally required to show the Scheme Contracted-out Number (SCON), in addition to the Employer's Contracting-out Number (ECON), on their Full Payment Submission (FPS) when submitting contracted-out National Insurance Contributions for employees who have been in a contracted-out pension scheme during the tax year.

We have received a number of submissions where employers are incorrectly entering SCON's for schemes that ceased a number of years ago.

Before submitting your FPS, please ensure that the SCON you enter refers to the scheme that the individual is currently a member of. This can be found on your Contracting-out certificate or by contacting your Pension Scheme administrator.

# Helpline and Orderline numbers

Helpline – telephone advice and Orderline – for employers exempt from online filing obligations to order forms and guidance.

**Calls may be monitored for quality control and training purposes**

To access a wide range of employer information at a time to suit you, visit the Employer pages on our website at [www.hmrc.gov.uk/employers](http://www.hmrc.gov.uk/employers)

## General payroll matters – for example PAYE and NICs

Been an employer 3 years or less? **0300 200 3211** Mon – Fri 8am – 8pm, Sat 8am – 4pm

Been an employer more than 3 years? **0300 200 3200** Mon – Fri 8am – 8pm, Sat 8am – 4pm

Textphone **0300 200 3212** for employers who are deaf or hard of hearing (only people with specialised equipment such as Minicom are able to use this number)

## Order forms and guidance

Website [www.hmrc.gov.uk/payerti/forms-updates/forms-publications/onlineorder.htm](http://www.hmrc.gov.uk/payerti/forms-updates/forms-publications/onlineorder.htm)

Orderline **0300 123 1074** Mon – Fri 8am – 6pm

## Construction Industry Scheme (CIS)

CIS Helpline **0300 200 3210** Mon – Fri 8am – 8pm, Sat 8am – 4pm

Textphone **0300 200 3219**

## NIC: special topics

Contract Out Pensions Helpline and Orderline **0300 200 3507** Mon – Fri 8am – 5pm

Maternity Jobs Helpline and Orderline **0300 200 3506** Mon – Fri 8am – 5pm

## HMRC Information Orderline

Pay and Work Rights helpline **0800 917 2368** Mon – Fri 8am – 8pm, Sat 9am – 1pm

Orderline **08458 450 360** 7 days a week 24 hours

## Other helplines

HMRC Online Services Helpdesk\* \*including technical support for the Basic PAYE Tools

Helpline **0300 200 3600** Mon – Fri 8am – 8pm, Sat 8am – 4pm

email [helpdesk@ir-efile.gov.uk](mailto:helpdesk@ir-efile.gov.uk)

PAYE/SA payment enquiries **0300 200 3401** Mon – Fri 8am – 8pm, Sat 8am – 4pm

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