

## Real Time Information (RTI) for payroll is coming. Let's get you ready with QuickBooks.

### What is RTi?

Real Time Information (RTI) is new payroll legislation being introduced by HMRC. It means that if you are an employer, **you'll need to submit information to HMRC every time you pay an employee**

- ✓ Start planning now. Most businesses will be required to be RTI-compliant from April 2013.
- ✓ One extra payroll step. RTI will mean adding an extra step to your payroll procedures.
- ✓ No more annual payroll returns. HMRC will receive this information in real time.

### Why is RTI happening?

HMRC is introducing RTI in order to modernise the Pay As You Earn (PAYE) system and keep in pace with changes to modern working patterns.

Nowadays, many people have more than one job or pension, and can change jobs more frequently. This means people sometimes pay the wrong amount of tax.

Because RTI provides HMRC with much more up to date information, it will be much easier to ensure deductions for tax, National Insurance and student loans are accurate.

## What are the main changes to payroll?

RTI will involve three main changes to your payroll practises:

### 1 RTI will become part of your payroll process

Whenever you run payroll, you will be required to submit RTI data.

**QuickBooks Payroll now incorporate RTI submissions, so you can send your data in one click - no matter how often you pay your staff.**

### 2 No need to complete annual payroll returns

RTI will simplify your end-of-year payroll paperwork.

Because RTI provides updated information to HMRC with each payroll run, there's no need to submit P14 or P35 forms.

### 3 Less paperwork when people join or leave

You'll also need to change what you do when people join or leave your company.

You will no longer need to send P45 or P46 forms to HMRC, as this information will be provided through RTI.

### QuickBooks Payroll is RTI-ready. Let's get you RTI-ready too

With RTI-ready QuickBooks Payroll, you can automatically file your RTI report to HMRC with just one extra click of a button – saving you time every step of the way.

## Introducing our RTI Wizard – it’s RTI magic! (yes, we did actually just say that)

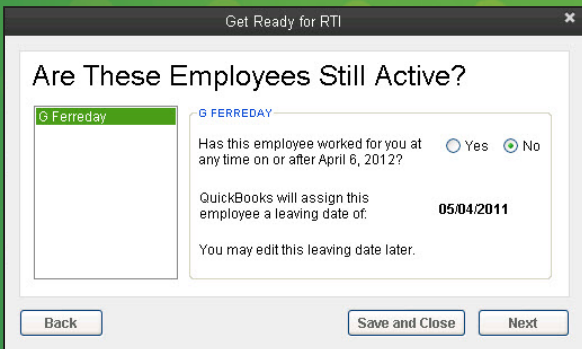
The first thing you’ll need to do with RTI, is make a one-off ‘Payroll Alignment Submission’ to HMRC. This is to ensure that both yourself and HMRC hold a consistent view of your employees on the PAYE scheme.

**Sounds daunting? Well it needn’t, because your QuickBooks RTI Wizard will easily guide you through this process in no time:**

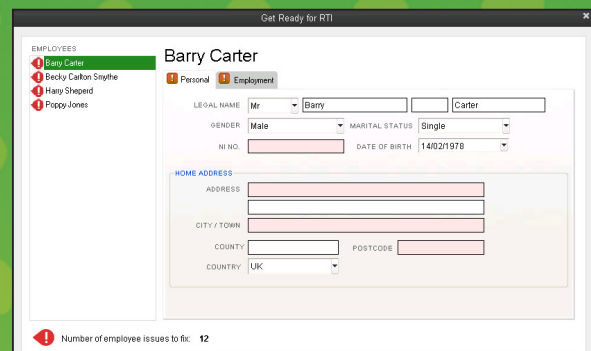
1. Click to open your RTI Wizard



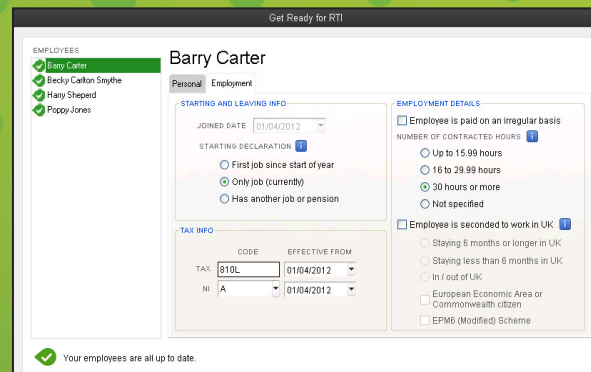
2. QuickBooks will highlight employees we think may have left your company, and ‘fill in the blanks’ for you



4. You can save time wherever possible, by applying updates across all employees



5. And before you know it, you’re ‘Payroll Alignment Submission’ is done!



3. We will then easily help you identify incomplete data – so you can easily update and track your progress along the way.

Personal Details			Address Details				Employment Details											
First Name	Middle Initial	Last Name	NI	DOB	Gender	NINO	Address Line One	Address Line Two	City	County	Postcode	Country	Starting (incl. part-time)	Contracted Hours?	Irregularly Paid?	Joined Date	Leaving Date	
Barry		Carter	1110	27-11	Male							UK					2012-04-01	
Becky		Carter Smythe	1901	02-04	Female	11025459	160, Duxford Road	Low Fell	Salford	Tyne & Wear	NE15 5AL	UK					2012-04-01	
Hany		Sheppard	1900	14-11	Male	WA489444C	23, Ashworth Street	Staley Bridge	Durham	West of England	NE2	UK					2012-04-01	
Poppy		Jones	1980	11-10	Female	WA1781010	Sandown Grange	Staveley Road West	Leeds	West Yorkshire	LS12 4JF	UK					2012-04-01	



Your employees are all up to date