

intuit®

QuickBooks

Get Ready for Payroll Year End

April 2010

QuickBooks 2006 and 2008 has been reviewed and meets the requirements of the published by HM Revenue & Customs Payroll Standard, version 8.1, and the relevant sections of the HM Revenue & Customs Quality Standard, version 1.0. It incorporates online filing capability by the Internet.



Optional Features	2 weekly 4 weekly pay frequencies	Yes
	Directors National Insurance	Yes
	Contracted-out Pension Deductions	Yes

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Tips for a successful year end

□ Remember

- All users who file online must be registered with HMRC via their Online services Web site.
- After you register with HMRC for Online services, you must activate the service. The password (PIN) sent by the HMRC expires after 28 days.
- Online filing of P14 and P35 certificates is now mandatory for all employers.
- Blank P35s are not required. If there is no return to make, you will need to write to your tax office to inform them.
- Check your data for online filing errors, which most commonly include incorrect NINO's, field formatting, and negative numbers on returns.

Checklist: things to remember

□ Register for online filing with HM Revenue & Customs (HMRC)

Before you file your end of year forms using the Process Year End feature in QuickBooks®, you need to be registered for HMRC Online services (for example, register for PAYE for Employers). When you register, you will be sent a User ID and Password (PIN) by post. You cannot file online without your password, so register well before 19 May to receive your password and avoid a late filing penalty.

Important: Keep a copy of your User ID and Password in a safe location. QuickBooks does not save this information.

If you don't yet have a User ID, please visit the [HMRC](#) to learn more about registering for HMRC Online services.

For more information on HMRC Online services, visit <https://online.hmrc.gov.uk/home> to view HMRC Frequently Asked Questions.



Where do I find the information I need to register?

Refer to the yellow PAYE paying-in booklet supplied to you by HMRC to obtain the following information:

- Tax office reference: the first part of the reference is three digits and comes before the forward slash on the long reference number.

Employer reference: the second part of the reference comes after the forward slash and is your tax office employer reference.

- Accounts office reference: if your enrolment fails, you may need to adjust the format of the accounts office reference. If you have entered 123XX4567, you may need to insert two or three leading zeros after the letters (for example, 123XX004567 or 123XX0004567). Do not enter any spaces.

□ Order Year End Forms

Don't get caught without year end tax forms. We support the portrait version of the P14/P60.

To enable you to complete 2008-2009 P14/P60s, we have produced year end tax forms approved by HM

Revenue & Customs.

To order forms, visit [QuickBooks Stationery](#) or call 0800 279 5285.

How do I know that the values printed on the P60 are correct?

Check the following:

- Create a Payroll Summary report and a Statutory Payments Detail report. Compare these reports to the P14/P60 and P35.
- The amounts on the P11 should match the P14/P60.
- Consult with your accountant to ensure the values are correct.

Check for common online filing errors

Before you complete your online filing, visit HMRC and read their guidance on [Avoiding and correcting errors in your Employer Annual Return \(P35 and P14s\)](#) to read about common online filing errors. The most common errors include incorrect:

- NINO's (National Insurance Numbers)
- Date of Birth and Gender complete, but NINO is blank.
- Characters in the name or address field.
- Postcode format

Note: The later versions of QuickBooks will either automatically verify data on saving the employee record or, it will verify when running the [Test File Online](#) facility.

Get questions answered

Helpbooks

Refer to the [E10\(2010\) Employer Helpbook](#) for information about finishing up the 2009 - 2010 tax year up to 5 April, 2010, including information for filling in the following forms:

- P11 - Deductions working sheet
- P14 - End of year summary
- P35 - Employer annual return
- P60 -End of Year Certificate

For additional employer helpbooks, visit <http://www.hmrc.gov.uk/employers>.

QuickBooks Frequently Asked Questions (FAQs)

Intuit frequently updates the QuickBooks Support Site with new FAQs. To view FAQs about online filing, visit <http://support.intuit.co.uk/quickbooks/> and search for keyword "filing online." Some common questions include the following:

- How do I file end of year payroll forms online?
- Who has to file online?
- What are the deadlines for filing online?
- How do I amend my end of year return after it has been filed online?
- How do I know HMRC has received my forms and returns?
- What do the errors in the Test File Online feature in QuickBooks mean?
- Is there anything I can do to make the e-file process go more smoothly?

□ Important Dates: check your calendar

Before 5 April update QuickBooks to ensure you've received the April 2010 Payroll Update so you can finish your end of year and create accurate payroll payments.

6 April check you have made all necessary changes to your employee's tax codes for 2010-11 as explained in the P9X.

19 April cheque payments to be received by HMRC for PAYE and Class 1 NICs for month/quarter ended 5 April, including any outstanding amounts for 2009-10 Class 1a NICs.

22 April last day for electronic payments for PAYE and Class 1 NICs to be cleared through the HMRC bank account for month/quarter ended 5 April, including any outstanding amounts for 2008-09 Class 1a NICs.

9 May latest that employers should register with HMRC for online filing (This is for users who have not registered with HMRC previously).

Before 17 May update QuickBooks to ensure you've received the May 2010 Payroll Update

19 May last date for your 2009-2010 P14s and P35 to reach your HMRC office. You have until midnight on the 19th to file your return. Penalties are chargeable on returns received after 19 May.

31 May all employees still employed on 5th April, 2010 must have received their 2009-2010 P60 form. Do not send P60s to employees who left during the tax year.

6 July last day for submission of 2009-2010 P9D, P11D (or substitutes), return of Class 1A NICs on the P11D(b), and copies of P9D and P11D to be given to employees. (QuickBooks does not handle these payroll forms.)

19 July cheque payments to be received by HMRC for PAYE and Class 1 NICs for month/quarter ended 5 July, including any outstanding amounts for 2009-10 Class 1a NICs.

22 July last day for electronic payments to be cleared through the HMRC bank account for month/ quarter ended 5 July, including any outstanding amounts for 2009-10 for PAYE and Class 1 NICs.

Note Late fees will apply to payments that have not been received by the above dates.



Recommended times to file online

Between 06:00 2nd April and 06:00 6th April HMRC will be performing maintenance on the End of Year PAYE service. You can still send your return through QuickBooks, but as you may not receive an acceptance or rejection message during this period, we recommend you **avoid** filing during this time.

Please refer to [HMRC Service Availability](#) for regular service updates

Installing the latest QuickBooks Product Update

We have released a Payroll product update for QuickBooks 2006 and 2008. This release contains legislative updates for:

- P14/P60 forms for 2009-10
- Statutory payment rates for SMP, SPP and SAP, effective Sunday 4th April 2010
- Tax Tables effective 6th April 2010

How do I receive QuickBooks product updates?

You can receive a QuickBooks product update three different ways.

▪ Automatic Update

QuickBooks provides automatic background downloading of new product releases through QuickBooks Automatic Update. QuickBooks will prompt you to install available updates the next time you start QuickBooks. To ensure you have Automatic Updates turned on, complete the following:

1. Go to the **Help** menu and click **Update QuickBooks**.
2. Click the **Options** tab.
3. For the **Automatic Update** option, click Yes.

▪ Download

Visit [QuickBooks product updates](#) on our support site and download the latest QuickBooks update.

Note: This download feature is only available for QuickBooks 2008 users.

▪ CD

We will send CDs to all QuickBooks 2006 and 2008 payroll users.

What's in the product update?

To see what has been included in the product update once you've updated QuickBooks, complete the following:

1. From the Help menu, select Update QuickBooks.
2. Click the Update Now tab, and then click the Maintenance Releases link.

Contacting us

- QuickBooks Support - 0845 606 2161
- QuickBooks Web site - <http://quickbooks.intuit.co.uk>
- Customer Feedback - email us at ukpayroll@intuit.com to let us know your opinion of QuickBooks Small Business Payroll.
- Discussion group - ask questions and share expertise about QuickBooks Payroll at the UK [QuickBooks online community](#),

Contacting HMRC

- Employers' Helpline - 0845 714 3143
- Employers' Online Services helpline - 0845 605 5999
- Employers' Orderline - 0845 764 6646