

QuickBooks

Get Ready for Payroll Year End

April 2013



intuit.

Contents

| | |
|--|---|
| Tips for a successful year end | 3 |
| Checklist: things to remember | 3 |
| Where do I find the information I need to register? | 3 |
| Recommended times to file online | 6 |
| Installing the latest QuickBooks Product Update | 6 |
| How do I receive QuickBooks product updates? | 6 |
| What's in the product update? | 7 |
| Contacting us | 7 |
| Contacting HMRC | 7 |
| Starting the new tax year | 8 |
| Updating the tax codes | 8 |
| Reminder of Tax codes to use if a new employee completes a P46 | 8 |
| Statutory rates card | 8 |

QuickBooks 2013 has been reviewed and meets the requirements of the HM Revenue & Customs test data and the relevant sections of the HM Revenue & Customs Quality Standard and Business Validation Specification (QSBVS). It incorporates online filing capability by the Internet and has received Internet Recognition from **HMRC**.

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 inform HMRC. This can be done either online or by phone.

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 and 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 P60 forms. Due to HMRC discontinuing certain P60 form layouts, from tax year 2011/12, QuickBooks® now supports the [HMRC P60 \(Single Sheet\)](#) form. These can be ordered from the [HMRC order line](#).

As all employers are now required to file P14s online, HMRC no longer issue P14 certificates for printing.

For larger payrolls, Mastermailer Hand Seal P60 forms P60s for 2012/13 can be ordered either online from [QuickBooks Stationery](#), or call 0808 168 8169.

△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 your Employer Help Book for information about finishing up the 2012 - 2013 tax year up to 5 April, 2013, 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/payee/forms-publications.htm>.

△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 payroll forms online?](#)

[What is the deadline for filing payroll year-end forms online?](#)

[How can I amend my end of year return after it has been filed online?](#)

[How do I know HM Revenue & Customs has received my forms and returns? What the errors mean when trying to file payroll forms online?](#)

[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 2013 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 2013-14 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 2011-12 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 2012-13 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).

19 May last date for your 2012-2013 P14s and P35 to reach HMRC. 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, 2013 must have received their 2012-2013 P60 form. Do not send P60s to employees who left during the tax year.

6 July last day for submission of 2012-2013 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 2012-13 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 2011-12 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

Don't file during peak periods: you may want to avoid submitting your return on 6th or 7th April, and 18th or 19th May. During these peak times, the HMRC server may become overloaded, and there can be a delay in HMRC sending messages back to QuickBooks.

Please refer to HMRC Service Availability or our support pages for regular service updates.

Installing the latest QuickBooks Product Update

We have released a Payroll product update for QuickBooks 2013. This release contains legislative updates and new functionality for:

- P14/P60 forms for 2012-13
- Online submission of year end forms 2012-13
- Tax Tables effective 6th April 2013
- Statutory payment rates for SMP, OSPP, ASPP and SAP, effective Sunday 1st April 2013
- All other employers rates and thresholds for 2013-14
- Getting Ready for RTI Wizard
- PAYE Real Time Information Submission
- New Internet Banking option for employee payment method and reports
- Sample files now allow users to simulate paying employees and sending to HMRC

How do I receive QuickBooks product updates?

You can receive a QuickBooks product update two 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.

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 (toll free) - 0808 168 9535

QuickBooks Web site - <http://quickbooks.intuit.co.uk>

Customer Feedback - email us at customerservice_UK@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 – 08457 143 143

New Employers' Helpline - 0845 60 70 143

Employers' Online Services helpline - 0845 60 55 999

Employers' Order line - 0845 7 646 646

Starting the new tax year & RTI

Updating the tax codes

Before you run your first payroll in the new tax year, you will need to update your employee's tax codes.

Please refer to the guidance in the [P9X – Tax codes to use from 6 April 2013](#)

Reminder of Tax codes to use if a new employee completes a P46

From 6th April 2012, if an employee has not ticked any of the boxes on the P46, then code 0T must be operated on a Week1/Month 1 basis. Here is a table showing the different tax codes to be used depending on the Box ticked by the employee.

| Item | 6th April 2013 | 6 April 2012 |
|--|--|---|
| Box A Employees first job since 6 April – not been receiving benefits / pensions | <input type="checkbox"/> Emergency Tax Code <input type="checkbox"/> Operated on a cumulative basis (No change) | <input type="checkbox"/> Emergency Tax Code <input type="checkbox"/> Operated on a cumulative basis |
| Box B Employees only job, but since 6 April has worked and/or received benefits / pensions | <input type="checkbox"/> Emergency Tax Code <input type="checkbox"/> Operated on a non-cumulative (Week 1/Month 1) basis (No change) | <input type="checkbox"/> Emergency Tax Code <input type="checkbox"/> Operated on a non-cumulative (Week 1/Month 1) basis |
| Box C Employees with another job or in receipt of a state or occupational pension | <input type="checkbox"/> Code BR <input type="checkbox"/> Operated on a cumulative basis (No change) | <input type="checkbox"/> Code BR <input type="checkbox"/> Operated on a cumulative basis |
| If no box has been ticked | <input type="checkbox"/> Code 0T <input type="checkbox"/> Operated on a non-cumulative (Week 1/Month 1) basis | <input type="checkbox"/> Code BR <input type="checkbox"/> Operated on a cumulative basis |

Statutory rates card

We have put together a statutory rates card, which can be found at the end of this document.

NATIONAL INSURANCE

| Earnings | | | | | | Contribution on earnings | | | | | | NIC Rebates on Earnings | | |
|-----------------------------|--------|--------|--------|-----------|---------|--------------------------|--------|----------|--------|--------|--------------|-------------------------|--------------------|--------------------|
| Weekly Monthly Annual | LEL | ST | PT | UAP | UEL | EMPLOYEE | | | | | EMPLOYER | | EMPLOYEE LEL-PT | EMPLOYER LEL-ST |
| | £109 | £148 | £149 | £770 | £797 | A % | D % | B,E % | J % | L % | A,B,C,J % | D,E,L % | D,L % | D,E,L % |
| Annual | £5,668 | £7,696 | £7,755 | £40,040 | £41,450 | | | | | | | | | |
| | | | | Below LEL | | Nil | Nil | Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| | | | | LEL-ST | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1.4 | 3.4 |
| | | | | ST-PT | | 0 | 0 | 0 | 0 | 0 | 13.8 | 10.4 | 1.4 | - |
| | | | | PT-UAP | | 12 | 10.6 | 5.85 | 2 | 2 | 13.8 | 10.4 | - | - |
| | | | | UAP-UEL | | 12 | 12 | 5.85 | 2 | 2 | 13.8 | 13.8 | - | - |
| | | | | Over UEL | | 2 | 2 | 2 | 2 | 2 | 13.8 | 13.8 | - | - |

SSP, SMP, SAP, OSPP & ASPP Effective Sunday 31st March 2013

| Average Weekly Wage (AWE) Conditions | Weekly Rates | | | |
|---|--------------|--------------------|--|--|
| | SSP | SMP (39 weeks) | SAP/ASPP/OSPP (39 weeks)/(19/39* weeks)/(2 weeks) | |
| Less than AWE | Not Eligible | Not Eligible | | Not Eligible |
| AWE and above | | Higher for 6 weeks | 90% of AWE | N/A |
| For SMP, SAP, OSPP and ASPP, the AWE is determined by the date the baby is due / date of matching. Please refer to the E12 for further details. | £86.70 | Lower for 33 weeks | Lesser of 90% of AWE or £136.78 | Lesser of 90% of AWE or £136.78 <small>* 39 wks special circumstances apply (Refer E19)</small> |

Small Employers Relief

| Threshold | Rate |
|-----------|------|
| £45,000 | 3.0% |

Emergency Tax Code

944L

Income Tax Rates

| | | |
|-----------------|-----|---------------------|
| Basic rate | 20% | £1 to £32,010 |
| Higher rate | 40% | £32,011 to £150,000 |
| Additional rate | 45% | £150,001+ |

Student Loans

| Threshold | Rate |
|-----------|------|
| £16,365 | 9% |

Minimum Wage

| | | |
|--------------------------------|-------|-------|
| 16-17 | 18-20 | 21+ |
| £3.68 | £4.98 | £6.19 |
| Rates effective 1 October 2011 | | |

Contacting Us

QuickBooks Support

0808 168 9535 Toll Free

Monday-Friday, 8 a.m. -8:00 p.m.

QuickBooks Support Site

support.intuit.co.uk/quickbooks/

QuickBooks Community

community.intuit.com/quickbooks/uk/