

Tax Calculation Pro forma

Sage Instant Payroll

1	Tax period	Pay Employees > Check pay date. Employee > Maintain existing employees > Payment Details.	
2	Tax code	Employee > Maintain existing employees > Employment Details.	
3	Tax paid to date	Employee > Maintain year to date information > Tax Paid + Total Tax to Date.	
4	Taxable gross pay to date	Employee > Maintain year to date information > Gross Pay for Tax + Total Pay to Date.	
5	Taxable gross pay for the current period	Pay Employees > Maintain employees' pay.	
6	Total pay (4+5)		
7	Pay adjustment	Calculate this using the HMRC Pay Adjustment Tables helpbook.	
8	Taxable pay (6-7)		
9	Tax due to date	Calculate this using HMRC's Taxable Pay Tables Manual Method - Tables B to D helpbook.	
10	Tax this period (9-3)		

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