Payroll year end

What you need to do

Follow these steps to make your payroll year end as streamlined as possible.

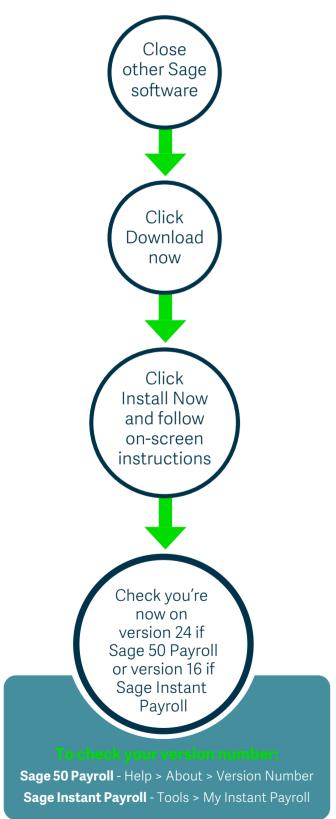


19 April for final submission of 2017/18 tax year

19 July 31 May Payment of Staff in Deadline to class 1A NIC submit forms employment must be with on 5 April 2018 P11D & P11D(b) must have their P60s

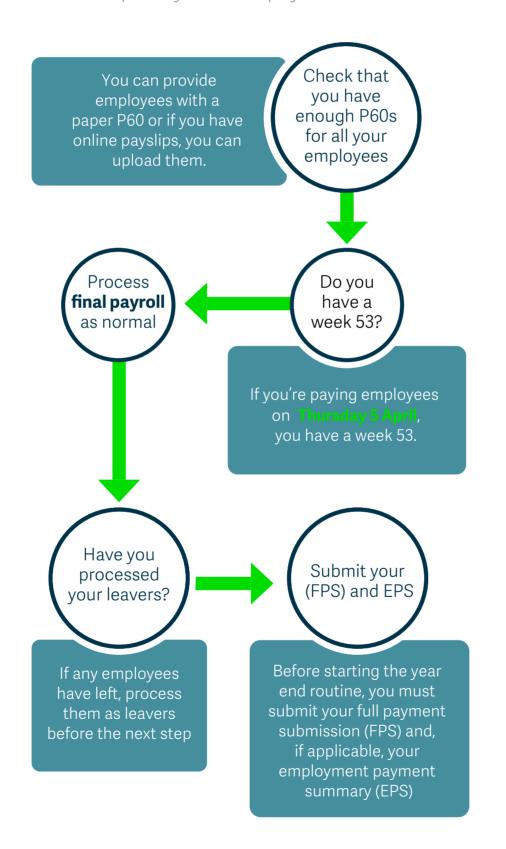
1. Install your year end update

We'll email you to let you know when your update is ready to install. Your software automatically prompts you to download it.



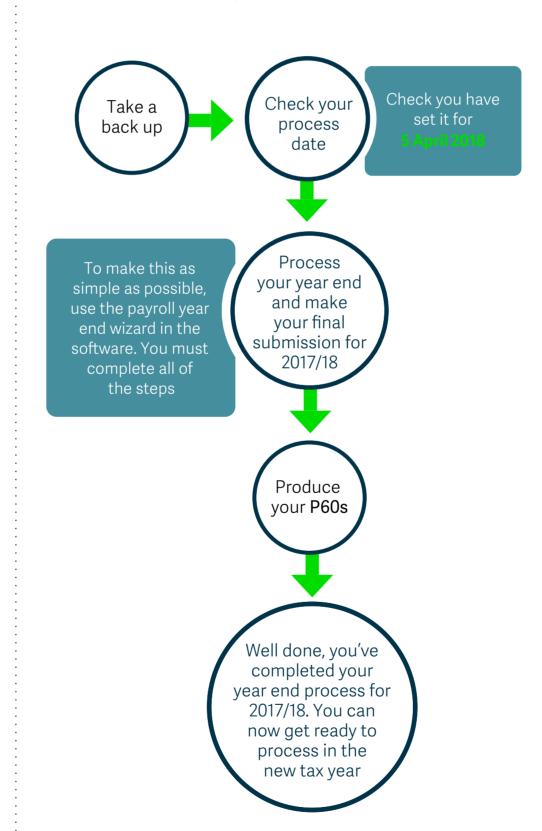
2. Prepare for processing year end

Complete your final payroll as normal.



3. Process your year end

The steps you need to complete your payroll year end.



4. Get ready for the new tax year

With payroll year end complete, here is how to get up and running for the next year.



Made a mistake?



- to the final period in 2017/18
- Correct the mistake
- Update payroll again
- Submit an FPS Adjustment

Correct the mistake

- Update payroll again
- Send an Earlier Year Update (EYU) to HMRC

IMPORTANT

If you've already sent your end of year declarations to HMRC but the correction you've made alters them, you'll need to send the declarations to HMRC again