

PAYROLL YEAR END 2014/2015

DO NOT send forms P35 or P14 for 2014/2015

From 6th April 2013 employers started reporting PAYE information to HMRC in real time.

Please remember you no longer need to submit form P35 or P14. Instead you are required to submit your final FPS and/or EPS for the pay period as normal. You will need to confirm this is the final FPS submission for the year

At the time of submitting your final FPS or EPS you will be required to answer the end-of-year questions and declaration, which replaces the P35.

As you now submit your end of year details with your final FPS on or before your final pay-date, or with your EPS, the deadline for the end of year declaration is the 19th April 2015.

Employers must do this even if you have not made any deductions of PAYE tax or NICs from employees in that pay period.

Correct Employee Details

It is very important that your employee details are correct every time you make a RTI submission.

Incorrect information could result in the wrong details being allocated to your employees, causing errors in tax and NIC payments along with any benefit claims.

Please take this opportunity (before the final RTI submissions are made) to check and correct any employee details, including weekly hours worked (supports benefit claims).

Going forward please remember to amend any changes to your employee details straight away.

Please do not hesitate to contact us if you have any queries or concerns regarding any of the items on this newsletter.

**Direct Line: 01691 684013
email: emma@morriscook.co.uk**

DATES TO REMEMBER

19th April 2015 - Last date for:

- Your final Employer Payment Submission (EPS) for the 2014-15 year to reach HMRC. Including the **end-of-year declarations and questions** (replaces the forms P35 & P14).
- Payments for month/quarter ended 5th April to reach HMRC. If late you may have to pay penalties/interest.

31st May 2015 - Last date for:

- Giving form P60 to each employee working for you at 5th April 2015.

6th July 2015 - Last date for:

- Your 2014/2015 P9D and forms P11D or substitutes to reach HMRC.
- Issuing a copy of the 2014/2015 form P9D, P11D or substitutes to each employee, working for you at 5th April 2015.

19th July 2015 - Last date for:

- Payment of any 2014/2015 class 1a NIC to reach your Accounts Office, interest will be charged on payments received after this date.

CURRENT NATIONAL MINIMUM WAGE RATES

As of the 1st October 2014:

Adult Rate for workers age 21 and over	£6.50 per hour
Development Rate for workers aged 18-20	£5.13 per hour
Young Workers Rate for aged 16-17	£3.79 per hour
Apprentice Minimum Wage	£2.73 per hour

Please turn over the page for important changes regarding the 2015/2016 tax year.

TAX YEAR 2015/2016

RATES AND ALLOWANCES 2015/2016

PAYE tax threshold	£204.00 (per week)
(level tax becomes payable)	£883.00 (per month)
	£10,600.00 (per year)
Emergency tax code	1060L
Lower Earnings Limit	£112.00 (per week)
(Level average earnings must reach	£486.00 (per month)
to qualify for statutory payments)	£5,824.00 (per year)
Statutory Sick Pay	£88.45 (per week)
N.B The recovery of SSP was abolished from 6th April 2014	
Standard SMP rate	£139.58 (per week)
(same rate for OSPP, ASPP, SAP)	
Recovery of SMP	92 % (NIC over £45,000)
(also OSPP, ASPP & SAP)	103 % (NIC under £45,000)
(based on class 1 NIC payments made 2014/2015)	
Student Loan Threshold	£17,335.00 (per year)
Rate of Student Loan deduction	9%
Mileage payments	£0.45 (first 10,000 miles)
(for Business Travel)	£0.25 (subsequent miles)

STATUTORY ANNUAL LEAVE

ALL employees are legally entitled to:

5.6 weeks paid holiday per year

New Rules: Guaranteed and normal non-guaranteed overtime should be considered when calculating a workers' statutory holidays. Please remember holidays accrue as normal whilst on statutory leave.

£2,000 Employment Allowance

The Employment Allowance was introduced as a one off allowance for employers to offset against their employers NIC liability during the 2014/2015. This has since been extended indefinitely.

If you have claimed your Employment Allowance for the tax year ending 5th April 2015 you will automatically be enrolled for future years.

Please remember to check if you are eligible and within your payroll software so that if you are eligible you are claiming this allowance from the start of the new tax year.

Filing Penalties

From 6th March 2015, all employers may incur a penalty for each tax month in which one or more real-time PAYE reports for a scheme are late.

To avoid penalties please ensure the FPS is sent on or before the pay date.

If we process your payroll please ensure we have all your payroll information in good time.

Automatic Enrolment

As you will be aware workplace pensions have changed. Every employer must automatically enrol all employees who meet the criteria and make contributions towards this.

Many employers are under the impression that Automatic Enrolment will not effect them as they do not employ enough staff. Automatic Enrolment **is not** dependent on employee numbers, even if you employ just one person you **must** provide a workplace pension.

The Pensions Regulator would have already advised you of your staging date, this is set in law and is the date your automatic duties come into place. If you are not sure of your date please check this online at www.thepensionsregulator.gov.uk.

Automatic Enrolment is automatic for your staff, they do not have to do anything to be enrolled in a pension scheme, but its not automatic for you the employer. It can take up to 12 months to prepare for automatic enrolment, so start your planning in good time.

This is a very complex matter which will affect all employers and can not be ignored. Please nominate your contact, either by letting us know the name of your contact or by registering online at the pensions regulator, you will then receive email reminders of what you should have to complete by certain deadlines.

We will be holding a seminar on this subject within the coming months.

Please book early as demand for this seminar will be high