

## ***Inland Revenue Notes for Payroll Software Developers***

**SERIES 10 – NUMBER 10**

**June 2002**

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## 1. **Employer Stationery**

### 1.1 **P14 2002-03**

To improve the scanning of the P14s for 2002-03, we have had to make a late change to the top copy of the form. We have kept the pale blue colour-band across the top of the form on the left-hand side, but changed the right-hand segment of the colour-band to orange.

**There is no change to the print layout or to the headings of any of the completion boxes.**

You will find updated illustrations of the P14s on the Internet at:

[www.inlandrevenue.gov.uk/ebu/pnforms.htm](http://www.inlandrevenue.gov.uk/ebu/pnforms.htm)

The Employer's Orderline has sent out some 2002-03 forms before this late change, mostly where employers have ceased trading after 6 April 2002. We will accept these forms and there is no need for employers to seek replacements.

## 2. **IR Notes – supplementary edition issued December 2001**

Please note that Series 10 Number 8 (December 2001 edition) of the IR Notes for Payroll Software Developers was not issued as a paper copy. Instead, this was published on the IR website only and contained an urgent message regarding the official rate of interest for beneficial loans for 2001/02. Full details of this edition can be found at: [www.inlandrevenue.gov.uk/comp/notes\\_10\\_8.pdf](http://www.inlandrevenue.gov.uk/comp/notes_10_8.pdf)

## 3. **National Insurance Guidance for Software Developers 2003+**

The N.I. Guidance for Software Developers 2003 is now available and can be downloaded from the IR web site at:

[www.inlandrevenue.gov.uk/ebu/ebu\\_paye\\_ts.htm](http://www.inlandrevenue.gov.uk/ebu/ebu_paye_ts.htm)

In this edition, you will find the new calculation formulae for NI changes announced in the April 2002 Budget.

If you need a paper copy of this guidance, please see the enclosed card for further information.

## 4. **Form P14: Formatting of entries in the National Insurance Number field**

There may be some changes to the formatting of entries in the National Insurance Number (NINO) fields on the End of Year Return (P14). Details will be shown in an edition of the IR Notes for Payroll Software Developers to be published on the Internet at [www.inlandrevenue.gov.uk/comp/index.htm](http://www.inlandrevenue.gov.uk/comp/index.htm) in July.

Call Simon Lidster on 020 7438 6923 if you have any very urgent enquiries in advance of the upcoming details.

5. **Use of Electronic Data Interchange (EDI) for telling employers to start and stop paying Working Tax Credit (WTC) from April 2003**

The Message Implementation Guidelines for WTC start, stop, emergency stop, amendment and restart notices to employers will be published on the IR website by the end of July 2002. The issue of WFTC start and stop notices will cease from August 2002 and the first start notices for WTC (EDI or paper) will be issued in March 2003. Employers who are enabled for EDI will be able to apply from October 2002 to receive WTC start, stop, emergency stop, amendment and restart notices by EDI.

6. **Payroll Standard Accreditation fee removed**

The Payroll Standard was introduced by the Inland Revenue to give clear guidelines to ensure that payroll packages cover all essential features for accurate calculation of PAYE, NICs and Tax credits. Software developers, bureau's, Internet payroll services, agents, or employers can have their software evaluated against this Standard, and if successful are awarded the Inland Revenue Payroll Standard Accreditation.

When this scheme was introduced there was a £1000 fee, however from 17 April 2002 this fee has been abolished and the Inland Revenue accreditation service is now FREE.

Full details of the Payroll Standard and accreditation scheme can be found at: [www.inlandrevenue.gov.uk/ebu/payroll\\_accred.htm](http://www.inlandrevenue.gov.uk/ebu/payroll_accred.htm) or you can contact the Electronic Business Unit (Payroll Support) on 0845 915 9146.

7. **Magnetic Media – Open Reel Tape users**

Please note that worldwide production of open reel tapes will cease from summer this year. Therefore, in due course:

- we will no longer be able to send coding notices or accept data on Open Reel Tape
- employers will need to choose another way to send or receive information. We have other electronic services that may be used such as the Electronic Data Interchange service and the Internet service for PAYE.

The final cut-off date for Open Reel Tapes is under consideration but 2002/03 will be unaffected.

We would strongly suggest that current Open Reel Tape users consider the implications of the Carter proposals announced in the 2002 budget before deciding on any replacement medium.

8. **Next issue of these Notes**

The next issue of these Notes is due out towards the end of July 2002. This will be to advise of the implementation of the temporary reference numbers for NINOs.

9. **Mailing List for these Notes**

Requests to be included on (or deleted from) the mailing list and notifications of address changes should be put in writing and sent to:

**“Inland Revenue Notes for Payroll Software Developers”,  
PO Box 1460,  
Bristol BS99 3NW.**

Or you can email: [irnotes@reply.co.uk](mailto:irnotes@reply.co.uk)

10. **Receiving future editions of these Notes by email**

If you would prefer to receive future editions of the IR Notes for Payroll Software Developers by email, instead of a paper copy, please request this by email to the address below.

**Please make your request to: [irnotes@reply.co.uk](mailto:irnotes@reply.co.uk), remembering to include your email address and company name and address.**

You can also request this in writing to:

**“Inland Revenue Notes for Payroll Software Developers”,  
PO Box 1460,  
Bristol BS99 3NW.**

11. **Contacts for enquiries**

*If you require further information about any of the subjects included in these Notes, please ring the Helpline numbers quoted **before** contacting the Electronic Business Unit.*

Any other query you have about the contents of the “Specification” or the “Inland Revenue Notes for Payroll Software Developers” should be made to:

Electronic Business Unit,  
Crown House,  
Victoria Street,  
Shipley,  
West Yorkshire BD17 7TW.

Telephone: **0845 60 55 999**  
Fax: **01274 534618**  
E-mail: **helpdesk@ir-efile.gov.uk.**

General payroll enquiries should be directed to your local Inland Revenue Office or to the Employer’s Helpline whose number is **0845 7 143 143**