



**PAYE ONLINE FOR EMPLOYERS
ELECTRONIC FILING ENABLED SOFTWARE**

**INSTRUCTIONS FOR GAINING INTERNET
RECOGNITION**

P14 and P35

2011-2012

Software Developers Support Team

Introduction

Once you have completed your own thorough product testing you can apply for Internet Recognition for your PAYE End of Year Internet submission product.

Recognition for Original Submissions: you must use the P14 and P35 scenario data contained in the '**2011-12 EOY Recognition Scenarios**' document to create your final XML examples when you apply for Internet Recognition.

If you do not already have EOY internet recognition for the previous (2010-11) tax year, you should include all the scenarios appropriate to your product and successfully test the XML files to VSIPS and with the Local Test Service (LTS) in order to gain Internet Recognition. You then need to email the XML to the SDS team.

Most of the scenarios are designed to test more than one thing. You should ideally complete all the scenarios but make adjustments for any aspects you do not support and mention any adjustments in the accompanying email. The URL for VSIPS is <https://secure.dev.gateway.gov.uk/submission>

If you already have EOY internet recognition for the previous (2010-11) tax year (recognition "lite"), you need only send in scenarios 1 and 7 (plus scenario 8 if you support the 'CIS-only' P35 and did not gain recognition for this in 2010-11) to apply for recognition for 2011-12. These will be used to test the annual changes. If your product features newly supported functions, such as students, test-in-live, etc. for 2011-12, you should also send in the appropriate scenario to support this.

Recognition for Amended Submissions: you must use the scenarios data contained in the '**2011-12 EOY Amendment Recognition Scenarios**' document to create your final XML examples when you apply for Internet Recognition.

Pension Only Scheme: if your product only caters for the submission of P14 data for Pension Only Schemes and you want to gain recognition for this area, please contact the SDSTeam for further information.

Local Test Service (LTS)

This is an additional validation tool for validating XML output. You **must** use both the LTS and VSIPS during your development and testing work.

Compression of P14 data

This **optional** functionality allows for the submission of compressed P14 data. If you need help at any time during your development and testing please contact the Software Developers Support (SDS) Team.

To gain Internet Recognition for the P14s and P35

Once you have generated the XML for the scenarios and ensured they submit successfully to VSIPS, you should then send the XML files, via email, to the SDS Team at sdsteam@hmrc.gsi.gov.uk

If you do not already have EOY internet recognition for the previous (2010-11) tax year

- If your product restricts the submission of any of the data requested in the Scenarios document you should provide the SDS Team with an explanation.
- You must also provide the SDS Team with an explanation for any scenarios that you do not submit.

The SDS Team will examine the XML to ensure that the product is capable of sending End of Year data over the Internet to HMRC and, if successful, your product will be given Internet Recognition.

You will also need to provide *one* sample of your XML for *each* of the following messages. These messages must be in accordance with the UK Online Document Submission Protocol

- **submit_poll** and
- **delete_request**
- **list_request** If you cater for this functionality will you also provide a sample of the XML for inspection
- **submission_response** Will you supply one sample of a **submission_response** message from the Government Gateway showing successful validation of one of your XML files.

<TestMessage> “Test in Live”

If your product supports the **optional** “test in live” functionality you should also send to the SDS team:

- XML for scenario 1 which includes <TestMessage> correctly populated for a “test in live” submission.
- A copy of the **submit_response** message from VSIPS that indicates that the submission was a test.

Instructions For using the EOY Recognition Data

This section describes how the recognition data should be used by software developers.

Use of Recognition Data

You should use the recognition scenarios provided for **2011-12** to generate P14 and P35 data. You should report any problems you experience with the Scenarios to the Software Developers Support Team

<http://www.hmrc.gov.uk/ebu/sdscontact.htm>

Conditions of Use

You should use the recognition data primarily to ensure that your software packages can produce correct XML instances using the basic data provided. Successful submission of these recognition cases over the Internet will result in HMRC Internet Recognition for your Internet submission product but does not constitute any form of HMRC approval of a Payroll Product itself.

Payroll Accreditation

You may also want to obtain Payroll Standard Accreditation for your payroll product. For further information on the scheme please visit

http://www.hmrc.gov.uk/ebu/payroll_accred.htm

2011-12 EOY Recognition Scenarios

Original Submissions

Please refer to the Scenarios document for Original Submissions. The document gives details of each scenario for which you will need to generate XML.

Where a NINO requires a 'space' as the last character, this is represented as (SPACE) in the Scenarios document. Eg AB123456(SPACE)

Please note

The data contained in the Scenarios documents and the resulting XML generated only demonstrate a small selection of End of Year data that can be sent over the Internet. Therefore, when developing your Internet enabled software product, it is **strongly recommended** that you carry out thorough product testing over and above the data that is provided in the Scenarios document (*Please also see 'Conditions of Use' above*).

- If you do not intend to gain recognition, you can still use the scenario data provided to assist with development of your product. Gaining Internet recognition is optional but recommended.
- When sending in your XML for examination, you must advise the SDS Team of any additional data that you have included in your XML output that has not been given or requested in the Scenarios document. For example, if your product enforces the submission of any of the following please inform the SDS Team when applying for Recognition.

Title <Ttl> (Mr, Mrs etc) - if enforced in your product, you should test a variety of acceptable titles.

Address <Address> - if enforced in your product, you should test a variety of allowable address formats.

Date of Birth <DOB> - if your product enforces date of birth to be sent, you should include it in your XML examples and advise the SDS Team accordingly.

Gender <Sex> - if your product enforces gender, you should include it in your XML examples and advise the SDS Team accordingly.

Works Number (WkNo) - if your product enforces a specific work number format that differs from those given in the Scenarios document, you should test the format(s) that is appropriate to your product

Employer Data

The following base data should be used when generating the XML.

IR Office Number	Tax office number - issued by SDS Team
PAYE Reference	Tax office reference - issued by SDS Team

If required, the following should be used.

ECON	E3567891A
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Ideally your product should also enable the following data to be submitted

Payroll contact	John O'Dare
Payroll contact Tele no	01274 987654

<Agent> element

If your product enables the submission of Agent details please use the following data in the recognition scenario XML.

Agent ID	AX321
Agent Company name	Agents Are Us
Agent address	12 Daffodil Road East Benton Bradford BD12 1XX
Agent contact name	Mary-Jane Smith

<Sender> element

If your product allows a number of different entries in the <Sender> element, please ensure that you test all the possible <Sender> entries supported by your product. For PAYE submissions, the most appropriate entries are Agent, Bureau or Employer.

Original Submission Types

- **'Original Complete'** submissions of the P14 and P35. ie the P35 and all associated P14s in a single submission.
- **'Original P14Part'** submission of P14s only.
- **'Original P35Part'** submission of the P35 only.

It is recommended that the product you develop caters for the **'original complete'** submission of the P14 and P35. However if you intend to cater for other options you should use the data contained in the 2011-12 EOY Recognition Scenarios document as follows in order to gain Internet Recognition: -

If your product caters for: -

- **Original Complete only:** You will need to test and provide XML for each scenario that is supported by your product. The XML for each scenario must contain the P35 and all the associated P14s in the same submission.
- **Original P14Part only:** You will need to test and provide XML for each scenario that is supported by your product. The XML for each scenario must contain only the P14s. See the 'P14Part submission tables' shown below.
- **Original P35Part only:** You will need to test and provide XML for each scenario that is supported by your product. The XML for each scenario must contain only the P35.

If your product caters for

- **Original Complete, Original P14Part AND/OR Original P35Part:**
 1. You should test and provide 'Original Complete' XML for each scenario that is supported by your product. ie The XML for each scenario must contain the P35 and all the associated P14s in the same submission.
 2. **PLUS**, for Scenario 1 only, from the 'P14Part submission tables' provide the P14Part XML output.
 3. **PLUS** if supported the P35Part XML for Scenario 1.

If your product caters for

- **Original P14Part AND Original P35Part only:**
 1. You will need to test and provide P14Part XML for each scenario that is supported by your product. The XML for each scenario must only contain the P14s. (*See the 'P14Part submission scenario options shown below*).
 2. **PLUS**, test and provide P35Part XML for each scenario that is supported by your product. The XML for each scenario must only contain the P35.

Original P14Part Submission Tables

SCENARIO 1

Option 1

Carol Anderson Barbara Blair Harry Shepherd	Include all 3 P14s in one P14Part submission.
UniqueID: P14AllStaff	

AND/OR

Option 2

Carol Anderson Barbara Blair	Include these 2 P14s in this (1 of 2) P14Part submission.
UniqueID: BranchA	

Plus

Harry Shepherd	Include this P14 in this (2 of 2) P14Part submission.
UniqueID: BranchB	

SCENARIOS 2 - 7

For scenarios 2 to 7 you should submit **one** P14Part to cover all P14s for each scenario along with the appropriate P35Part. The <UniqueID> should be "Scenario 2", "Scenario 3" etc. However, these are just suggestions so if your software enforces specific entries for <UniqueID> then these will also be acceptable.

Scenario 8 can not be submitted as a Part submission, it must be a Complete.

Amended Submission Types

If you also cater for Amended submissions, please generate XML for the scenarios data provided in the Amended Scenarios document.

Please Note

The data contained in these Scenarios documents and the resulting XML generated only demonstrate a small selection of Amended End of Year data that can be sent over the Internet. Therefore, when developing your Internet enabled software product, it is **strongly recommended** that you carry out thorough product testing over and above the data that is provided in the Scenarios document (*Please also see 'Conditions of Use' above*).

Compressed P14 data

Please note that submitting compressed P14 data is an optional functionality.

Recognition for Compressed P14 data:

If your product caters for the submission of compressed P14 data you must provide XML output to demonstrate that successful submissions can be made.

- Based on Scenario 1 for the Original Complete submission, you will need to forward XML containing the P14s in compressed format.
- **PLUS**, you must also provide one example of XML output that contains approximately 120 - 150 P14s as compressed data. Before providing the XML for recognition you **must** ensure that the file is valid and successfully passes validation. The P14s can be based on a random set of employees as we will only be checking the compression routines.

Local Test Service (LTS) and VSIPS

Please note - You must ensure that development work and testing of compressed data is carried out through the VSIPS **plus** the Local Test Service.

If you need help when developing and testing the compression functionality please contact the SDS Team.

EOY Recognition Request Checklist

Please answer the following checklist questions and forward your responses with your request for EOY 2011/12 Internet recognition.

Software House Name		4 digit Vendor ID	
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- Do you cater for the following:

	Yes	No
complete submissions		
P14Part submissions		
P35Part submissions		
amended submissions		
Test in live submissions		
<ul style="list-style-type: none"> If yes, do you allow customers to use the test in live function 		
Compressed P14 data		

Was the ' Local Test Service ' (LTS) used during your testing and development work		
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- Will you provide the details of your Internet submission product – when recognition is gained, this information will be published on the HMRC website:

Suppliers Name:	
Product Name:	
Telephone number for customers:	
Website address:	