



PAYE Online

Hints and Tips on the GovTalk Header & IR Header

Hints and Tips on GovTalkHeader and IRheader – PAYE

GovTalkHeader

Please note that you must prepare the GovTalkHeader in accordance with the latest Government Gateway Submission Protocol. These Hints and Tips are intended to provide further guidance relating to the Gateway protocol, they are not intended to replace the protocol.

1. Envelope Version	
Structure	GovTalkMessage/EnvelopeVersion
Mandatory or Optional	M
1. Must be set to 2.0	

2. Class	
Structure	GovTalkMessage/Header/MessageDetails/Class
Mandatory or Optional	M
1. Must be set to IR-PAYE-EOY for P14, P35 returns 2. Must be set to IR-PAYE-P38A for P38A returns 3. Must be set to IR-PAYE-MOV for P45(1), P45(3), P46, P46Expat and Pension Notifications 4. Must be set to IR-PAYE- UPDATE for Works Number Update returns 5. Must be set to IR-PAYE-EXB for P11D, P11D(b), P9D and P46(Car) returns	

3. Transaction ID	
Structure	GovTalkMessage/Header/MessageDetails/TransactionID
Mandatory or Optional	O
1. Not required for PAYE submissions.	

4. Audit ID	
Structure	GovTalkMessage/Header/MessageDetails/AuditID
Mandatory or Optional	O
1. Not required for PAYE submissions.	

5. Gateway Test	
Structure	GovTalkMessage/Header/MessageDetails/GatewayTest
Mandatory or Optional	O
1. Must be present and set to 1 for VSIPS testing 2. Must be present and to 0 for live submissions – this includes test in live submissions 3. The above applies for message to the Gateway including submit_poll and delete_request	
NB This should not be confused with <TestMessage> element.	

6. Gateway Timestamp	
Structure	GovTalkMessage/Header/MessageDetails/GatewayTimestamp
Mandatory or Optional	O
1. If present in submit_request message, value must be empty.	

7. Sender ID	
Structure	GovTalkMessage/Header/SenderDetails/IDAuthentication/SenderID
Mandatory or Optional	M
1. SenderID supplied by STS team for VSIPS testing 2. Live submissions must contain a genuine SenderID (also known as the UserID)	

8. Role	
Structure	GovTalkMessage/Header/SenderDetails/IDAuthentication/Authentication/Role
Mandatory or Optional	O
1. If present, should contain principal .	

9. Value	
Structure	GovTalkMessage/Header/SenderDetails/IDAuthentication/Authentication/Value
Mandatory or Optional	M
1. Value supplied by SDS team for VSIPS testing. 2. Live submissions must contain a genuine password.	

10. Email Address	
Structure	GovTalkMessage/Header/SenderDetails/EmailAddress
Mandatory or Optional	O
1. If present must contain a genuine email address. 2. Email responses generated from the Live Gateway will be sent to this address. NB It is imperative that emails received from the Live Gateway are read in conjunction with the XML submit_response or error_response messages that are returned.	

11. Keys	
Structure	GovTalkMessage/GovTalkDetails/Keys/Key@Type
Mandatory or Optional	M
1. Must be in the format <pre><Keys> <Key Type ="TaxOfficeNumber">NNN</Key> <Key Type ="TaxOfficeReference">xxxx</Key> </Keys></pre> 2. Tax Office Number and Reference supplied by SDS Team for VSIPS testing. 3. Live submissions must contain a genuine Tax Office Number and reference. 4. The Tax Office Number and Reference in the GovTalkHeader must match the Tax Office Number and Reference in the IRheader.	

12. Organisation	
Structure	GovTalkMessage/GovTalkDetails/TargetDetails/Organisation
Mandatory or Optional	O
1. If present, must be set to IR.	

13. URI	
Structure	GovTalkMessage/GovTalkDetails/ChannelRouting/Channel/URI
Mandatory or Optional	M
1. Must contain the 4 digit vendor ID issued by SDS Team. 2. This should be used instead of <Name> within <ChannelRouting>	

14. Product	
Structure	GovTalkMessage/GovTalkDetails/ChannelRouting/ChannelRouting/Channel/Product
Mandatory or Optional	M
1. Should contain the name of the Software product being used to submit the form	

15. Version	
Structure	GovTalkMessage/GovTalkDetails/ChannelRouting/Channel/Version
Mandatory or Optional	O
1. If present should show the version of the software specified in the <Product> element	

IRheader

16. Test message	
Structure	IRheader/TestMessage
Mandatory or Optional	O
<ol style="list-style-type: none"> Can only be used for End of Year (EOY) forms P35, P14 & P38A Must be absent or set to 0 for live submissions to the live service or to simulate a live submission to the test submission Must be set to 1 for test-in-live submissions to the live service or to simulate a test-in-live submission to the test service. 	
NB This should not be confused with the <GatewayTest> element	

17. Keys	
Structure	IRheader/Keys/Key/@Type
Mandatory or Optional	M
<ol style="list-style-type: none"> Must be in the format <Keys> <Key Type="TaxOfficeNumber">NNN</Key> <Key Type="TaxOfficeReference">xxxx</Key> </Keys> Tax Office Number and Reference supplied by SDS team for VSIPS testing Live submissions must contain a genuine Tax Office Number and Reference The Tax Office Number and Reference in the GovTalkHeader must match the Tax Office Number and Reference in the IRheader. 	

18. Period End	
Structure	IRheader/PeriodEnd
Mandatory or Optional	M
1. Must contain the tax year ended – in the format cyy-mm-dd	

19. Principal	
Structure	IRheader/Principal
Mandatory or Optional	O
1. If present should contain details of the principal contact	

20. Name	
Structure	IRheader/Principal/Contact/Name
Mandatory or Optional	O
1. If present Fore and Sur must be sent	

21. Email	
Structure	IRheader/Principal/Contact/Email
Mandatory or Optional	O
1. Not required in submissions to HMRC	

22. Telephone	
Structure	IRheader/Principal/Contact/TelephoneNumber
Mandatory or Optional	O
1. If present must only contain one telephone number	

23. Fax	
Structure	IRheader/Principal/Contact/Fax
Mandatory or Optional	O
1. Not required in HMRC submissions	

24. Agent	
Structure	IRheader/Agent
Mandatory or Optional	O
1. If present may contain any of the following optional tags – AgentID, Company, Address, Contact	

24.1 Agent ID	
Structure	IRheader/Agent/AgentID
Mandatory or Optional	O
1. If present, should contain the agents own reference to identify a particular client	

24.2 Company	
Structure	IRheader/Agent/Company
Mandatory or Optional	O
1. Name of the acting agent company	

24.3 Address	
Structure	IRheader/Agent/Address
Mandatory or Optional	O
1. If present, must contain a minimum of 1 and a maximum 4 separate Lines of the acting agent address. IRheader/Agent/Address/Line	

24.4 Name	
Structure	IRheader/Agent/Contact/Name
Mandatory or Optional	O
1. If present Fore and Sur must be sent	

24.5 Telephone	
Structure	IRheader/Agent/Contact/TelephoneNumber
Mandatory or Optional	O
1. If present must only contain one telephone number	

25. Default Currency	
Structure	IRheader/DefaultCurrency
Mandatory or Optional	O
1. If present, must contain GBP	

26. Manifest	
Structure	IRheader/Manifest
Mandatory or Optional	O
1. Not required for PAYE submissions	

27. IR mark	
Structure	IRheader/IRmark/@Type
Mandatory or Optional	O
<ol style="list-style-type: none"> Should not be used for the following PAYE submissions, IR-PAYE-EOY, IR-PAYE-P38A, IR-PAYE-UPDATE and IR-PAYE-EXB In use for use IR-PAYE-MOV submissions. Please refer to the 'MOV Non-Form Validation Rules' in the Movements technical pack for more details 	

28. Sender	
Structure	IRheader/Sender
Mandatory or Optional	M
<ol style="list-style-type: none"> Must include Individual, company, Agent, Bureau, Partnership, Trust, Employer, Government, Acting in Capacity or Other to identify the type of submitter. For PAYE submissions the most appropriate entries are Agent , Bureau or Employer 	