

PAYE Online for Employers –  
Internet filing enable software

How to use the Test Services

Development of your Internet product is in two stages. The first is developing the XML in line with the relevant schema and business rules. This is covered in detail in the technical pack. The second stage is submitting the file to the Government Gateway.

**The following is a step by step guide to using the testing services and is intended to assist with the production of software for the submission of PAYE Forms and Returns over the internet.**

1. Download the technical pack that covers the forms you are developing.
2. Contact the Software Developers Support Team (SDSTeam) on Tel no 01274 539666 or mail to [sdsteam@hmrc.gsi.gov.uk](mailto:sdsteam@hmrc.gsi.gov.uk) who will register your details and provide a 'Vendor ID' and other credentials you will need to access the test services. You will need to include a 'Vendor ID' within the <URI> element of the XML message for both the live and test services as this will enable us to provide support and feedback.
3. When you are ready to test your product, there are two separate test services available to mirror the 'Live' service. These are TPVS and VSIPS.
  - 3.1 For EOY P14, P35 and P38A forms there is a standalone tool which is a supplement to TPVS and VSIPS testing. This tool is known as the PAYE EOY Validation Tool (or the Desktop Checker).
  - 3.2 For the Movements forms there is also the Local Test Service. The Local Test Service or (LTS) is a standalone testing tool.

### **Third Party Validation Service (TPVS)**

This performs validation of the 'Form' or 'Body' of the submission against the PAYE Schemas and the business rules. Test submissions should be made to

End of Year – P14, P35	<a href="https://www.tpvs.hmrc.gov.uk/EOY/post.slt">https://www.tpvs.hmrc.gov.uk/EOY/post.slt</a>
End Of Year – P38A	<a href="https://www.tpvs.hmrc.gov.uk/P38A/post.slt">https://www.tpvs.hmrc.gov.uk/P38A/post.slt</a>
Expenses and Benefits	<a href="https://www.tpvs.hmrc.gov.uk/EXB/post.slt">https://www.tpvs.hmrc.gov.uk/EXB/post.slt</a>
Movements	<a href="https://www.tpvs.hmrc.gov.uk/HMRC/MOV">https://www.tpvs.hmrc.gov.uk/HMRC/MOV</a>
Works Number Update	<a href="https://www.tpvs.hmrc.gov.uk/WNU/post.slt">https://www.tpvs.hmrc.gov.uk/WNU/post.slt</a>

You must ensure that any XML documents you are submitting have been prepared using the most up to date schema and relate to the latest tax year supported by the TPVS service. Further information can be obtained from the SDS Team.

You should submit to TPVS using the credentials that are provided by the SDS Team when you applied for a vendor ID as detailed in point 2. For details on which elements should be populated with your credentials please see the Hints and Tips document contained in the technical pack.

Response messages will be returned based on the outcome. Please remember that if you send submissions direct to the TPVS site, the service **will not** perform full validation on the GovTalkHeader.

### **Vendor Single Integrated Proving Service (VSIPS)**

This allows Software Developers to submit test cases through the Government Gateway Test Site to the HMRC TPVS site, mirroring the 'live' citizen Internet service. Submissions to VSIPS go to <https://secure.dev.gateway.gov.uk/submission>.

You must include the unique credentials provided by the SDS Team in the submissions to VSIPS. For details on which elements should be populated with your credentials please see the Hints and Tips document contained in the technical pack.

This service first tests the GovTalk Header against the GovTalk Schema. The test submission will then be automatically routed to the TPVS service where the 'Form' or 'Body' of the submission will be validated against the appropriate PAYE Schema and have the business rules applied. Response messages will be returned based on the outcome. **NB.** You must use **VSIPS** if you wish to apply for Recognition for Internet enabled Software. (See point 4 for more details).

- **Document Submission Protocol**

When you submit a return to the Government Gateway, whether to the 'live' service or to VSIPS, a 'conversation' should take place between your application and the gateway. This is covered in detail in the UK Online Document Submission Protocol.

The steps involved in this process are as follows:

1. You send the submission to the Gateway using the **submit\_request** message
2. The Gateway issues a **submit\_acknowledgement** message containing a unique CorrelationID, this is confirmation that your submission was received by the Gateway. The Gateway then automatically forwards the submission to HMRC to be validated
3. You then use the CorrelationID to enquire to Gateway about the status of the submission using a **submit\_poll** message
4. You should continue to issue **submit\_poll** messages to the Gateway until the Gateway is able to generate either a **submit\_response** or **submit\_error** message. You may have to send this message a number of times before you receive a reply if this file is large or of the system is busy
5. If the return is successfully validated you will receive an XML **submit\_response** message – it is important that you view and understand the information in this message
6. If the submission is rejected a **submit\_error** message will be generated, advising of the reason for the rejection
7. If a **submit\_response** or **submit\_error** message is not received after a reasonable length of time, you should consider temporarily ending the conversation and re-starting at a later time using the same Correlation ID
8. Once a **submit\_response** or **submit\_error** message has been returned, a **delete\_request** message should be issued to confirm that the Gateway 'conversation' can be closed.

#### **PAYE EOY Validation Tool (Desktop Checker) – EOY forms P14, P35 & P38A**

The Validation Tool allows users to select a file, run the rules against the XML file and produce the same XML result as it would in live, including all errors found. Developers can self serve to check the standard of their products locally, without having to access the TPVS service. The Desktop Checker **must** be used during your development work as it is a supplement to the TPVS and VSIPS services.

#### **Local Test Service – Movement forms**

LTS provides the same level of testing provided by TPVS. Developers can self serve to check the standard of their products locally without having to access TPVS.

4. Once you've successfully completed your own testing you can apply to the SDS Team for HMRC recognition.

## In order to gain Recognition for Internet Filing Enabled Software product, you must:

- Ensure that your product incorporates the '**POLLING**' and '**DELETE REQUEST**' functionality as described in the Government Gateway submission protocol. It is recommended that the '**LIST REQUEST**' functionality is also included in your product.
- Each technical pack provides full details of the 'Recognition' process. The process involves the submission of a number of 'Recognition' test cases, provided by the SDS Team that you must submit successfully to VSIPS. You will need to send XML output from your product for these test cases for SDS Team.

Application for recognition is optional but recommended. If you achieve recognition, your contact details and the name of your product will be listed on our web site at [http://www.hmrc.gov.uk/efiling/payee/payee\\_software\\_forms.htm](http://www.hmrc.gov.uk/efiling/payee/payee_software_forms.htm)

## 5. Other useful information

- [Live Service URL](#)

The URL for **live submissions** to the Internet Service for PAYE is <https://secure.gateway.gov.uk/submission>

- [TPVS Test Reset](#)

The TPVS/VSIPS holding area for EOY part submissions is cleared of P35Part and P14Part submissions overnight. However, you can manually clear the holding area by going to <https://www.tpvs.hmrc.gov.uk/popaye/> and entering your test credentials and PAYE ref.

- [Payroll Accreditation – P14, P35](#)

As well as gaining accreditation for Internet submission product, you may also want to obtain Payroll Standard Accreditation for your payroll product. For further information please visit [http://www.hmrc.gov.uk/ebu/payroll\\_accred.htm](http://www.hmrc.gov.uk/ebu/payroll_accred.htm)

- [Digital Certificates](#)

Although the test services do not provide the facility to test for Digital Certificates, these can be incorporated into your products for use in the Live Service. Full details can be found on the GovTalk Website at [www.govtalk.gov.uk](http://www.govtalk.gov.uk). This includes the Government Gateway Protocol, the xmldsig-core-schema.xsd and other relevant information.

- [Technical Pack Updates](#)

All developers who have registered with the SDS Team will be advised by email of any updates to the Technical Packs. However, please check the Web site regularly to ensure that you are working to the most up to date versions. Where possible, the version numbers and version dates are shown on each document. It is important that you keep the SDS Team updated with any changes to your contact email addresses.

**Please note** – To assist in your development we strongly recommend that you use a commercially available XML Editing and Validation tool.

## **Contact Points and level of support provided**

### **SDS Team**

The SDS Team is your main point of contact within HM Revenue & Customs during the development and testing of your product. We provide the following services to software developers:

- Issuing vendor ID's and testing credentials
- Dealing with enquiries relating to the schema and validation rules and
- Provide feedback/advice during testing

### [SDS Team contact details](#)

### **Online Service Helpdesk**

General customer and user enquiries relating to the Live internet services should be directed to the Online Services Helpdesk on Telephone number 0845 60 55 999, email

[helpdesk@ir-efile.gov.uk](mailto:helpdesk@ir-efile.gov.uk)

Helpdesk Opening Hours:

8am – 8pm, 7 days a week

Closed Christmas Day, Boxing Day and New Years Day