

Changes to Guidance notes for ss17/18 reporting for year 2008/09

Data encryption

This has now come to the forefront. A new section, number 8, has been inserted into both sets of guidance notes detailing what precautions we take to safeguard data transfers. We cannot insist that data transfers are encrypted but the Data Protection Act puts the responsibility for security firmly on the sender of the data until it is received at its intended destination. The new section provides help and further HMRC contacts to provide help to people making ss17/18 returns.

Spreadsheet replacing paper returns

Partly to help with data encryption and partly to reduce the burden of issuing, completing and uploading so many paper returns, we have produced a spreadsheet to help with making returns. It is only intended to replace paper returns, not returns currently made under the magnetic media specification. The spreadsheet can be downloaded from the website and we have created a full set of guidance notes to go with it. There are two versions, one for s17 and SIR returns and one for s18 and SIR returns. There is no separate SIR return. Each of the two can be used to make an SIR only return.

The spreadsheet can be used to make returns for the year ending 5 April 2008 if you wish. Paper returns can still be made but we expect that many people will switch to the spreadsheet.

Continuing improvement in clarity

We have continued to make minor changes with the aim of improving the clarity of the guidance notes. We completely overhauled the guidance notes for the paper returns so that they are clearer, shorter and easier to read.

New number for paper returns Orderline

Our orderline for paper returns has a new number 0172 620 9024. We have incorporated it into the relevant places in the notes.