

KEEP THIS NOTICE

ADVANCE WARNING TO SEND YOUR EMPLOYER ANNUAL RETURN ONLINE FOR 2009–10

Our records show that you had fewer than 50 employees in your PAYE scheme on 19 October 2008. Under Government proposals you will have to send online your 2009–10 Employer Annual Return, due 19 May 2010 **NEW**

If you currently have fewer than 50 employees you will get £75 if you send online your 2008–09 *Employer Annual Return* (P14s and P35), due 19 May 2009.

You can ask a payroll agent to send these forms online for you.

In-year forms online from 6 April 2011

From 6 April 2011, we expect employers with fewer than 50 employees to send in-year starter and leaver information (P45 Part 1, P45 Part 3, P46 and similar notifications) online. But you do not have to wait to send these forms online. Go to www.hmrc.gov.uk/inyear to find out what the benefits are of starting now.

Electronic payment

You can also pay your monthly or quarterly PAYE, National Insurance contributions, Student Loan and Construction Industry Scheme deductions electronically.

Do more online

There is lots of other information you can send and receive quickly and accurately online. For example, you can get tax codes from us online and send us *Returns of Expenses and Benefits* (P11Ds).

Please show this notice to your agent, payroll bureau or whoever helps you with your payroll. If you are the agent or payroll bureau for this employer, please give a copy of this notice to your client.

Need help? See over

Getting Help

Online filing

If you would like more information and advice about online filing:

- go to www.hmrc.gov.uk/payee/onlinefiling-understanding.htm
- see the Learning Zone on your Employer CD-ROM (call the Employer Orderline on **08457 646 646** for a free copy)
- contact the Online Services Helpdesk on **0845 60 55 999**

Before you can file online you need to register with us. Our dedicated team of online filing recruiters offer one-to-one support over the phone and presentations that take you through the registration process step by step. And after you have registered we can give you all the help you may need to send your forms online. For more information go to www.hmrc.gov.uk/inyear

Local Advice Teams also offer a series of workshops designed specifically for new and small employers, including a presentation about online filing. If you would like to come along to this presentation, or any other workshop, you can either

- book online at www.hmrc.gov.uk/bst or
- contact the New Employer Helpline on **0845 60 70 143**

Electronic payment

- go to www.hmrc.gov.uk/howtopay/employers.htm or
- contact one of our Customer Advisers on **0845 3667 816**

Other HM Revenue & Customs online services

If you are a Corporation Tax, Self Assessment or VAT customer you can also do business with us online. For more information about our range of online services go to www.hmrc.gov.uk/online/index.htm



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