

## KEEP THIS LETTER

### GET £100 IF YOU FILE YOUR EMPLOYER ANNUAL RETURN ONLINE FOR 2007-08

Our records show that you had fewer than 50 employees in your PAYE scheme on 29 October 2006. This means that you will get a tax-free payment of £100 if you file your Employer Annual Return (P35 and P14s) online for the tax year 2007-08.

You do not have to file your Employer Annual Return online until 2010. But if you have fewer than 50 employees you will get:

- £150 if you file your 2006-07 Return online
- £100 if you file your 2007-08 Return online
- £75 if you file your 2008-09 Return online.

#### Do more online!

There are lots of ways you can do business with us online.

You can send and receive in-year information online (forms P45, P46, P6, P6B and P9). You can also send us forms P11D online during the tax year. It is more accurate, so you get fewer enquiries from us, and information gets to and from us much more quickly.

#### April 2008

From April 2008 employers with 50 or more employees will have to send in year forms P45(1), P45(3), P46 and pension notifications online. If you do have fewer than 50 employees you do not have to do this until April 2010.

#### Electronic payment

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

*Please show this letter 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 letter to your client.*

#### Need help? See over!

## Getting Help

### Online filing

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

- See Do it online: Online filing and electronic payment handbook at [www.hmrc.gov.uk/employers/onlineindex.htm](http://www.hmrc.gov.uk/employers/onlineindex.htm)
- Go to [www.hmrc.gov.uk/ebu/payee\\_online.htm](http://www.hmrc.gov.uk/ebu/payee_online.htm)
- See the learning zone on the Employer CD-ROM. For a free copy call the Employer Orderline on - **0845 7 646 646**
- Contact the Online Services Helpdesk on - **0845 6 055 999**

Local HM Revenue & Customs offices also offer a series of workshops designed specifically for new and small employers, including a presentation on 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/work.htm](http://www.hmrc.gov.uk/bst/work.htm) or
- call the new employer helpline on **0845 6 070 143**

### Electronic payment:

- Go to [www.hmrc.gov.uk/howtopay/employers.htm](http://www.hmrc.gov.uk/howtopay/employers.htm)
- Call Debt Management and Banking, Banking Operations on
  - Cumbernauld **01236 783631**
  - Shipley **01274 539328**

### Other HM Revenue & Customs online services:

- There are lots of ways you can do business with us online for example you can send Corporation Tax and VAT Returns online. Go to [www.hmrc.gov.uk/online/index.htm](http://www.hmrc.gov.uk/online/index.htm)