










TIPS FOR MAGNETIC MEDIA SUBMITTERS




DON'T LET YOUR END OF YEAR RETURNS REJECT THIS YEAR!

	<p>Before submitting, please check for any occurrences of these common errors within your 2001/2002 end of year returns. The right hand column states how to avoid making errors. This will greatly reduce the chance of your End of Year Returns being rejected during processing.</p>	
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Permit Number (Record Type 1, Field No. 2)	
Avoid...	Ensure that...
 using test permit number(s) when submitting your Live scheme	 you use the live permit number(s) allocated by the Inland Revenue Magnetic Media Section. There must be one unique permit no. per scheme.
 using incorrect permit number(s)	 all permit numbers which you have used: <ul style="list-style-type: none"> consist of 12 characters are not duplicates are your own (i.e. clearly associated with your particular company) Should your company have merged or responsibility for your payroll now been handed over to a payroll Bureau, permit numbers must be changed and new ones requested.
<p>If you have any queries regarding your live permit number(s), please seek advice from the Inland Revenue Magnetic Media Section on Tel. No. 084591 57156 or 0191 2257156</p>	

Tax District Number (Record Type 1, Field No. 4)	
Avoid...	Ensure that...
 using an incorrect Tax District Number	 the Tax District Number shown consists of 3 numeric characters.
	 the Tax District Number which you use is that which is shown on the front cover of your Inland Revenue payslip booklet P30BC(Z). The Tax District Number and PAYE Reference are shown together e.g. 848/A123 .







PAYE Reference (Record Type 1, Field No. 5)

Avoid...		Ensure that...	
	using an incorrect PAYE Reference		you do not include the oblique, used to separate the Tax District Number and the PAYE Reference, which is shown on the front cover of your Inland Revenue payslip booklet P30BC(Z). This oblique is not part of either the Tax District Number or part of the PAYE Reference.
			the PAYE Reference shown is that which is shown on the front cover of your Inland Revenue payslip booklet: P30BC(Z). e.g. 848/ <u>A123</u> .
<p>If you have any queries regarding either your Tax District Number or your PAYE Reference, please seek advice from your local Inland Revenue Tax Office.</p>			





Tax Year (Record Type 1, Field No. 8)

Avoid...		Ensure that...	
	using the previous tax year's data in the current tax year submission		your Payroll Department input 2001/2002 tax year data. A Tax and NI record is required for all employees employed by you for the whole or part of the tax year.
	inputting the incorrect year in the tax year of a Magnetic Media Submission		you populate the tax year field on your Magnetic Media submission with the year in which the tax period began i.e. for the tax year 2001/2002, input 2001.




Employer's Contracted Out Number (ECON) (Record Type 1, Field No. 11)

Avoid...		Ensure that...	
	omitting an ECON		if your payroll contains any employees who pay contracted-out salary related NI Contributions, an ECON is shown.
	inputting an incorrect ECON		the ECON shown is that which is shown on your Employer's Contracted-Out Certificate. This begins with the letter E, followed by the number 3, followed by 6 further numbers, followed by 1 further letter.
	inputting an ECON unnecessarily		if you submit more than one payroll an ECON is only shown within those payrolls which contain employees who pay contracted-out salary related NI Contributions.
<p>If you have any queries regarding your ECON, please seek advice from the Inland Revenue Contracted-Out Employments Group (COEG) on Tel. No. 084591 50150 or 0191 2250150</p>			







Employee NIC Rebate (Record Type 2, Field 26)

Avoid...	Ensure that...
 calculating your Employee NIC Rebate incorrectly	 your Employee NIC Rebate is only calculated on those earnings which are: <ul style="list-style-type: none"> above the Lower Earnings Limit up to and including the Earnings Threshold, column 1 b on P14; and are subject to payment of contracted-out NI Contributions.
	 you calculate your Employee NIC Rebate applying the following rates: Contracted-Out Money Purchase Schemes = 1.6% of Col 1b Contracted-Out Salary Related Schemes = 1.6% of Col 1b
	 Employee NIC rebate is only claimed for those employee's who are paying National Insurance at contribution rates : D , F , N , or H.

Total (Employee + Employer) NIC Rebate (Record Type 2, Field 27)




Avoid...	Ensure that...
 calculating your Total NIC Rebate incorrectly	 your Total NIC Rebate is only calculated on those earnings which are: <ul style="list-style-type: none"> above the Lower Earnings Limit up to and including the Earnings Threshold, column 1 b on P14; and are subject to payment of contracted-out NI Contributions.
	 you calculate your Total NIC Rebate applying the following rates: Contracted-Out Money Purchase Schemes = 0.6% of Col 1b + Employee NIC Rebate(field 26) Contracted-Out Salary Related Schemes = 3.0% of Col 1b + Employee NIC Rebate(field 26)

Scheme Contracted Out Number (SCON) (Record Type 2, Field Nos. 24, 52, 60 & 68)





Avoid...	Ensure that...
 omitting a SCON	 you record the SCON in all of those cases where the NI Contribution type is applicable to a Contracted-Out Money Purchase Scheme.
 inputting an incorrect SCON	 your SCON was allocated to you by the Inland Revenue Contracted-Out Employments Group. It should begin with the letter S, followed by 7 numbers, followed by a further letter.
 inputting a SCON unnecessarily	 you only input a SCON against a Contracted-Out Money Purchase Scheme NI Contribution type.

If you have any queries regarding your SCON, please seek advice from the Contracted-Out Employments Group (COEG) on Tel. No. 084591 50150 or 0191 2250150.



National Insurance Contributions Total (Record Type 3, Field No. 2)

Avoid...		Ensure that...	
	producing an incorrect grand total		you report no negative amounts of NI within the employee records.
			NIC Rebate amounts are not deducted from the total of National Insurance Contributions

Statutory Maternity Pay (SMP) Recovered (Record Type 3, Field No. 8)



Avoid...		Ensure that...	
	omitting SMP Recovered total		If SMP has been recovered it is quoted.
	producing an incorrect SMP Recovered total		SMP is recovered at the following rates: <ul style="list-style-type: none"> • Small Employers (i.e. paying less than £20,000 NI in the previous Tax Year) = 100% • Large Employers = 92%

Statutory Maternity Pay (SMP) Compensation (Record Type 3, Field No. 9)






Avoid...		Ensure that...	
	producing an incorrect SMP Compensation total		SMP Compensation is recovered at the following rates: <ul style="list-style-type: none"> • Small Employers (i.e. paying less than £20,000 NI in the previous Tax Year) = 5%

Spare Fields (Record Type 1, Field Nos. 3, 7 & 12),

(Record Type 2, Field Nos. 13, 17, 25, 53, 61 & 69), (Record Type 3, Field No. 13)

Avoid...		Ensure that...	
	inputting incorrect data		all spare fields are completely space-filled.

Data Structure

Avoid...		Ensure that...	
	producing incorrect record lengths.		All records are 525 characters (Bytes) in length.
			if you or your operating system insert control characters at the end of each record, these characters should be at character positions 524 & 525.
	submitting data which has been compressed using a 'zip' utility		No data has been compressed, (zipped).

IF IN DOUBT, PLEASE CONTACT US SO THAT WE CAN HELP YOU TO HELP US!