

Transcript

Employer filing – video podcast

Voiceover:

Screen 1 – Welcome to HM Revenue & Customs (HMRC). This short introduction to our online services will show you how easy it is to file Employer Annual Returns using our Online Return and Form Service. Filing online is quick, simple and secure and helps reduce errors. To start, go to the HMRC homepage and click on ‘PAYE for Employers’ (Pay As You Earn for Employers) from the menu on the left hand side of the screen.

Screen 2 – Next, you will see this page giving you help and advice about sending your return online. [Click here to log in to PAYE Online Services.](#)

Screen 3 – If you are new to our online services, registration is simple. [Click here....](#)

Screen 4 ...and then [here to register as an employer.](#)

Screen 5 – You will then have to tick this box....

Screen 6 – and ensure that you have your Employers PAYE and Accounts Office references to hand. You can find both of these on official correspondence from HMRC. While you are using our online software, you can click these green question marks to find out more information. Registration is then a simple five step process.

Screen 7a & 7b – Firstly, read and accept the Terms & Conditions.

Screen 8 – Enter your name and an email address

Screen 9 - ...and choose a password

Screen 10 - You will then be given your User ID. Make a note of this, as you will need it each time you log in.

Screen 11 – Now you just need to enter your Employers PAYE reference number and your Accounts Office reference number, and you are ready to receive your Activation PIN. This Activation PIN will now be sent to you in the post so please make sure you register with at least seven days to spare before the filing deadline. You must use the Activation PIN within 28 days. You will only have to register once to use our online services.

Screen 12 – When you have your User ID and password, you can log in [here.](#)

Screen 13 – The first page you see after you have logged in lists the services you can now use. [Click here to access PAYE Online for Employers.](#) This page shows the range of PAYE services that you can now use. Click ‘File a return’ from the menu on the left hand side.

Screen 14 – And then follow [this link](#) to start filing your returns.

Screen 15 – The first time you use our software you are taken to this screen where you enter details like your name and address. You will then need to add details of all your employees. Click ‘Add employee’ here...and add their details on this screen. Look out for the little red stars – they tell you which pieces of information you must provide. Every time you click ‘next’, all the information you have inputted will be saved, so you can log off and go back at a later date.

Screen 16 – When you have entered details of each employee, they will be listed on this page. You can now submit forms and returns relating to each employee. The online service is best suited to employers with fewer than 50 employees – you can find out more about this on our website.

Screen 17 – Now simply choose which form you want to send and complete form P14 End of year summary using deductions from the Working Sheet P11. When you have entered the required information for all employees, click here.

Screen 18 – This is the online P35. Most employers use this service to enter pay and tax details for all their employees and let the system calculate the totals for them. This page shows the employees whose P14 data has been entered so far. All employees should have their figures entered before you continue to the next page.

Screen 19 – This is the online P35 Employer annual return summary. It includes details like National Insurance and tax deductions; and statutory payments and recoveries, like maternity pay.

Screen 20 - Before you finish, this checklist will help you make sure you have included all the necessary information.

Screen 21 – You must complete this declaration showing that the information is correct to the best of your knowledge...

Screen 22 - ...and then follow this link to submit a form. You will need your User ID and password to submit a form and you can print it out for your records.

Screen 23 – There is much more that you can do online, including filing in year forms like P45s Details of employee leaving work and P46s Employee without a P45. Employers with 50 or more employees will have to send this information online from 6 April 2009 and remaining employers are expected to have to send it online from 6 April 2011. Much more information is available on our website, and if you need telephone help you can speak to one of our experts from 8.00 am to 8.00 pm, seven days a week. Online filing is the quickest and easiest way to send a return, and employers with fewer than 50 employees who file a valid return can get £100 tax free payment as an incentive.

We hope this introduction has shown you how easy it is to use our online services.