



Payroll Bulletin

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PAYMENT TO HMRC

The payment deadlines for tax and National Insurance are:

MONTH	CHEQUE PAYMENT DEADLINE	ELECTRONIC PAYMENT DEADLINE
April	19th May	22nd May
May	19th June	22nd June
June	19th July	22nd July
July	19th August	22nd August
August	19th September	22nd September
September	19th October	22nd October
October	19th November	22nd November
November	19th December	22nd December
December	19th January	22nd January
January	19th February	22nd February
February	19th March	22nd March
March	19th April	22nd April

We are required to send an electronic file per pay period to comply with the HMRC RTI regulations. This means that HMRC are aware of your actual PAYE/National Insurance liability on a pay period basis. You will therefore need to ensure that the amount paid corresponds with the amount due.

If we send your payment by BACS no action is required. Where Baxters forward a cheque to HMRC on your behalf, please ensure that we receive your remittance in sufficient time to meet the due date.

PAYROLL DEADLINES

Following the introduction of RTI, HMRC are now issuing penalties for the late submission of payroll data on a pay period basis. We submit this file for you according to the pay dates we hold on our files. In order for us to send the RTI file within the HMRC guidelines, it is essential that we receive your payroll data on a timely basis. Please can you therefore ensure that we have at least 5 working days in which to process your payroll.

**HMRC WILL ISSUE PENALTIES
AND CHARGE INTEREST IF
PAYMENT IS NOT RECEIVED ON
TIME OR FOR LATE SUBMISSION
OF ELECTRONIC RTI FILES**

NEW FAX NUMBER

With immediate effect, our new fax number is
(01689) 878420