

STAFF SYSTEM NEWSLETTER

March
2010 (pt.2)

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Welcome to our March Newsletter (part 2)

1. Overview

This Newsletter is a minor update to our March Newsletter which was sent out recently.

There is a small correction (see section 2) to the March Newsletter but we wanted to give more details for those users who will be filing on-line for the first time.

2. Changes to PAYE tax bands

In the first March Newsletter we had the following paragraph in section 4. -

"Changes to PAYE tax bands

Please note that changes to the PAYE bands do not come into effect until 18th. May and, as usual, we will issue the second Year End newsletter in May giving the details. There are changes to the NI bands that have already been announced and they do come into force on the 6th. April, details of these will be given in the Year End Newsletter."

While the above is the normal situation it is **not** the case this year for two reasons: firstly, there are no uplifts of PAYE bands this year; and secondly the additional £150,000 PAYE band has already be passed into law in 2009 (so it doesn't need to wait for the 2010 Finance Act to be passed). As a consequence the PAYE changes come into force from the 6th. April and there will be no changes due in May; of course any new government may make further changes later in the year.

The full details of these changes are contained in the End of Tax Year 2009/10 document.

3. On-line filing of Year End data (P14 and P35) – first time users

There are a small number of users with small payrolls that will be filing on-line for the first time this year. The majority of our users have been filing on-line for some years and their software has already been installed successfully, however the installation can be troublesome. Consequently our advice for these first time users is to simply create the upload file and then send the file to Olympic Computers and we can send the file to HMR&C in exactly the same way as you would yourself. This means that there is less software for you to install and only a single additional stage in the Year End process.

We suggest that you have a look at the Guideline document on our web site (www.olympic.co.uk, follow the link to 'user area', then to End of Year 08/09 and download the "Guideline for on-line filing"), which describes the procedure in detail but in essence the only requirements that you will need are:

- you must register on the HMR&C web site for On-line services, do this as soon as you can because HMR&C will only send the username/password details by post and so this may take a week or so at the least.
- there is a set of downloads required (these programs are used in the creation of the upload file): the absolute minimum are:
 - the set of utilities used by the STAFF system (s2-4-03-2006eoy-utils.exe)
 - the Microsoft MSXML3 utility

There is then a single additional stage during the Year End processing (our End of Tax Year 09/10 document, step 8a) which creates the file to be uploaded. You can then email this file to Olympic Computers and we will carry out the actual transmission to the HMR&C web site. When you register with the HMR&C you specify a contact email address and even though we may send the file the confirmation email will be sent to your registered email address so you can see the confirmation that the file has been submitted correctly.

Of course, in keeping with the normal schedule, the file only needs to be uploaded before May 18th (i.e. the same timescale as sending the printed P14s to HMR&C)

If you have any further queries, please get in touch.

Olympic Computers Limited, March 2010