

## **Stakeholder Comms: local press article**

### **1) Long Version**

#### **Employers: time to get real or pay the penalty**

If you're an employer, you should by now be well aware of the change that's been made to how you give HM Revenue and Customs (HMRC) your employees' Pay As You Earn (PAYE) details: reporting in real time, sometimes called Real Time Information, or RTI.

Indeed, you should not only be well aware, but have also been doing this as a matter of course since 6 April 2013.

Reporting in real time means that the employer reports their employees' PAYE electronically every time they pay them, at the time, or even before, they pay them. Unlike in previous years there are no annual end-of-year return forms for the employer to complete.

Employers are now reporting 99 per cent of the UK's employee records to HMRC in real time, but there are still some with their head in the sand. These employers need to act now if they are to avoid having to pay a penalty once the tax year ends on 5 April 2014.

So, if you're one of these employers, what should you do?

If you don't need your PAYE scheme any more – for instance, if your business has closed – you need to tell HMRC as soon as possible. HMRC's guidance at [www.hmrc.gov.uk/payerti/business-close-or-change.htm](http://www.hmrc.gov.uk/payerti/business-close-or-change.htm) tells you how.

However, if you still have employees, you need to act now - even if you haven't paid anyone – and begin to start reporting in real time as soon as possible. To get your business up-to-date there is advice on how to get ready at [hmrc.gov.uk/actnow](http://hmrc.gov.uk/actnow)

Local accountant xxx from yyy said: "RTI is the biggest change to PAYE reporting in nearly 70 years and if employers don't send their payroll information using the new system by 19 May at the latest, they may have to pay a penalty. Here at.....[insert business name] ....we have been helping our clients to comply with the new obligations, but HMRC also provides help on its website and free software for the smallest employers. We'd encourage any employer who hasn't started reporting to HMRC in real time to take action now to avoid a penalty."

And one last point – if you're an employer who is entitled to only report PAYE once a year, don't forget to make your 2013/14 report on time.

### **2) Short version**

#### **Employers: time to get real or pay the penalty**

Ninety nine per cent of individuals' Pay As You Earn (PAYE) records are now being reported to HM Revenue and Customs (HMRC), using the new PAYE real time reporting process.

Reporting in real time means that the employer reports their employees' PAYE electronically every time they pay them, at the time, or even before, they pay

them. Unlike in previous years there are no annual end-of-year return forms for the employer to complete.

The vast majority of employers should have started reporting in real time from 6 April last year. However, there are still some employers with their heads in the sand.

These employers need to act now – even if they haven't paid anyone – if they are to avoid having to pay a penalty. To get your business up-to-date there is advice on how to get ready at [hmrc.gov.uk/actnow](https://www.hmrc.gov.uk/actnow)

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