

## **DUE DATES AND PENALTY PROVISIONS FOR END OF YEAR PAYE & NIC**

### **Payment of PAYE and NIC liabilities**

All PAYE and NIC due for the year ended 5 April 2009 must be paid to the Collector of Taxes prior to 19 April 2009 to avoid any charge to interest. If the appropriate payment is not received by the Collector before 19 April, an interest demand will be issued after receipt of the 2008/2009 form P35.

### **Submission of Employer's Annual Return (forms P14, P35 and P38A) and Contractor's Annual Return (form CIS36)**

These forms must reach your tax office by 19 May 2009 to avoid a penalty arising. The penalty will be calculated at £100 per fifty employees, or part thereof, per month. After twelve months, if the forms are still outstanding, a tax related penalty of up to 100% of the tax outstanding can also be charged.

In addition, incorrect returns through negligence or fraud carry a penalty of up to £3,000 per offence.

### **Provision of details of Annual Earnings and Tax Deducted (form P60) to employees**

All employees who were in your employment at 5 April 2009 must be provided with their form P60 by 31 May 2009.

### **Submission of Declarations of Expenses and Benefits (forms P11D, P9D and P11D(b))**

These forms detail the benefits in kind, including cash equivalents, provided by the employer to the employees and must be sent to your tax office by 6 July 2009 to avoid any penalty arising. The details on the P11d must be provided to the employee for whom you have completed the form.

The maximum initial penalty for late submission of a form P11d or P9d is up to £300 per return. After this initial penalty, the Inspector can then charge £60 per day for each outstanding form.

If a form P11d or P9d is found to be incorrect, a penalty of up to £3,000 can be charged.

### **Class 1A National Insurance Contributions**

Class 1A NIC are payable on most benefits in kind including car benefits and car fuel benefits. Payment of Class 1A NIC is due by 19 July 2009.

“ ... not just numbers

AUDIT

ACCOUNTS

TAXATION

BUSINESS SUPPORT

CORPORATE FINANCE

STRATEGIC DEVELOPMENT