

Fourth - P11D Service

Tax Year End Services

Owner: UK Payroll Operations

Classification: **INTERNAL/CONFIDENTIAL**



We would like to offer you our services and support in submitting all employees non-cash benefits and expenses.

Here at UK Payroll Operations we are offering you our comprehensive P11D solution where we will support you in meeting your end of year compliance requirements set out by HMRC.

We will:

- Produce all P11Ds which your current employees can access through the ESS/Engage app
- Assign you to a dedicated specialist who will provide you with tools to assist with the gathering of the correct employee information
- Support you with advice with the treatment of company benefits
- Send you accurate calculations based on the information provided by receiving a PDF draft version of P11D's for review

HMRC will receive copies of all employees P11Ds including the P11Db return form by the 5th of July from ourselves, giving you peace of mind.

2024 Service Timetable

Full submission of P11D data to be sent to payroll@fourth.com (on spreadsheet provided)	26 th April 2024
Fourth will send you a first draft of your P11D information no later than	24 th May 2024
Customer to advise of any amendments to the draft reports (Late data charges may apply if more than 10% of original submission)	7 th June 2024
Final sign off received from all customers	14 th June 2024
Once sign off is complete we will arrange full production of your employees P11ds and distribute as per instruction	28 th June 2024
Fourth to complete form P11Db and send to HMRC on your behalf. A copy will be sent to you electronically detailing the amount of Class 1A to be paid	5 th July 2024
*Customer to pay Class 1A payment to HMRC	Must reach HMRC by 22 nd July 2024 (19 th July 2024 if you pay by cheque)

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IMPORTANT - Fourth are unable to guarantee the production of your P11D output in time for you to meet the HMRC deadline of 5th July 2024, if you are unable to adhere to the deadlines as detailed above. Fourth are also unable to accept responsibility for failure to make payment, any errors or omissions reported to HMRC as a result of the quality of P11D information submitted to us.

*A late data charge of £300.00 may apply for any information received after the agreed deadline above, or additional changes/information received after the draft version of the P11Ds has already been sent for review

Service Charges

Number of employees	Charge
1 – 10 Employee	£56.00 per employee
11 – 50 employees	£640.00
51 – 107 employees	£785.00
108 employees and above	£7.50

Invoices are raised after the first drafts have been sent out by Fourth based on the total number of current & former employees.

Submission of data

We will send you a P11D Upload Template spreadsheet which is split into each section of a P11D and details all the information that we require to help finalise your end of year reporting. This will be sent in response to your reply.

Please remember to advise us of any expenses and benefits provided to members of the Director's or employee's family or household (if relevant).

If you have separate PAYE companies, we ask for all information to be on separate spreadsheets to ensure all data is correct when sent over.

Some of the fields within the spreadsheet are pre-populated with drop down values to further simplify the completion. Data cannot be accepted in any other format and may be rejected if the template has been manipulated.

Data has been added to the spreadsheet to help support you when completing your information. Please be aware that this does not include any updates from HMRC that have not yet been updated on the website. Therefore, please double check the information via the links provided to make sure that these have been updated.

Delivery Method of Your P11D Output

The P11D Upload template you will be sent has one mandatory option of choosing how you would like your P11Ds to be sent which is via the ESS/Engage app. If you already use our ESS/Engage app then P11Ds will show as normal in the employee's documents by 5th July 2024. If you do not use this, then we can simply turn this on for you at no additional charge. If you would like more information on this, please let us know in your reply.

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A Paper P11D option is no longer available in the Tax Year End Services. Please be aware that we can only report the P11Ds to HMRC via electronic submission.