



HM Revenue  
& Customs

## Need help?

For online guidance from  
HM Revenue & Customs go to  
[www.gov.uk/business-tax/payee](http://www.gov.uk/business-tax/payee)

DM43751/003/00063642

REGISTERED SCHEME  
ADMINISTRATORS LIMITED  
UNIT 12, VENTURE WALES  
MERTHYR TYDFIL INDUSTRIAL PARK  
PENTREBACH  
MERTHYR TYDFIL  
CF48 4DR



389000

**Employer PAYE reference**  
120/AB67755

E55

March 2020

## Important information for all employers

### Finishing the old tax year 2019 to 2020

At the end of the tax year, submit your final Full Payment Submission (FPS) and/or Employer Payment Summary (EPS) for the pay period as normal. You must make sure that you indicate on your last FPS or EPS for the year that it is your 'Final submission for the tax year'. You must do this even if you have not made any deductions of PAYE tax or National Insurance contributions (NICs) from your employees in that pay period.

For more information go to [www.gov.uk/payroll-annual-reporting](http://www.gov.uk/payroll-annual-reporting)

### Starting the new tax year 2020 to 2021

**Please use the tax tables or payroll software applicable from 6 April 2020.**

You must use the information provided on helpsheet P9X(2020) 'Tax codes to use from 6 April 2020' to make sure you get your 2020 to 2021 tax codes right. The P9X also helps you identify changes to Payroll software, PAYE calculators and tax tables.

To find helpsheet P9X(2020), go to [www.gov.uk/government/publications/p9x-tax-codes](http://www.gov.uk/government/publications/p9x-tax-codes)

### Basic PAYE Tools

If you use the Basic PAYE Tools, you need to check that you're using the latest version.

To find out how, go to [www.gov.uk/basic-payee-tools](http://www.gov.uk/basic-payee-tools)

### Employer Bulletin - April 2020

The Employer Bulletin is published 6 times a year. The bulletin contains the latest information on topics and issues affecting employers along with articles to help you run your payroll.

The April 2020 issue, to be published nearer the start of the new tax year, is particularly helpful as it includes articles on changes for the 2020 to 2021 tax year.

To download the Employer Bulletin in PDF format,  
go to [www.gov.uk/government/collections/hm-revenue-and-customs-employer-bulletin](http://www.gov.uk/government/collections/hm-revenue-and-customs-employer-bulletin)

### Email alerts and employer educational products

We strongly advise you to register to get an alert when new information, including new issues of the Employer Bulletin, is available to you. Webinars are a new way of learning about your payroll, our presentations cover a wide range of topics.

For more information, go to [www.gov.uk/government/news/webinars-emails-and-videos-on-employing-people](http://www.gov.uk/government/news/webinars-emails-and-videos-on-employing-people)

For Welsh language information, go to [www.gov.uk/cymraeg](http://www.gov.uk/cymraeg)

### **Accessing guidance and forms**

We expect most employers to access guidance and forms online. This is the fastest and easiest way to get the information and resources you need to run your payroll.

If exceptionally, you cannot download these materials and need paper copies, phone our Employer Orderline on 0300 123 1074.

### **More information**

Review regularly information on the rates, limits and changes for 2020 to 2021.

Go to [www.gov.uk/guidance/rates-and-thresholds-for-employers-2020-to-2021](http://www.gov.uk/guidance/rates-and-thresholds-for-employers-2020-to-2021)

Employer product publications and Employer Bulletins are available online.

For more information go to [www.gov.uk/government/collections/hm-revenue-and-customs-employer-bulletin](http://www.gov.uk/government/collections/hm-revenue-and-customs-employer-bulletin)

### **Personal Tax Account**

An online service for your employees available at a time that suits them.

For more information go to [www.gov.uk/personal-tax-account](http://www.gov.uk/personal-tax-account)