

Checkbook

REAL TIME INFORMATION (RTI)

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1 INTRODUCTION TO RTI

The main purpose of RTI is to collate and transmit the PAYE data online when the payroll is run rather than transmit it annually. RTI system is a mandatory change and must be implemented by all employers by October 2013, but will be compulsory for most employers for the beginning of the 2013-14 tax year. The employers' duty is to make sure that their employee data is accurate and all departments (Payroll, HR, IT and Accounts) understand the implications of the RTI change.

The payroll data is verified by HMRC every time the payroll is processed and submitted. The monthly PAYE payments are also to be reconciled by HMRC. Hence, more attention and due care must be given to the accuracy of the payroll data (Payroll Department) and payments made (Accounts Department) assuring full PAYE compliance.

The RTI system is expected to make it easier to deal with individual employee queries and easier for employers and HMRC to operate it. The collated data will help HMRC identify and correct mistakes on a monthly basis rather than at the end of the year and in the reconciliation of employers' monthly payments. The PAYE data collected under RTI will also be used in supporting the Universal Credits starting in October 2013 by providing the DWP with up to date information about claimants' employment income.

RTI is expected to improve in-year payroll processes; eliminate year-end P14s/P35, decrease queries from employees and HMRC reducing operational costs and improving PAYE compliance.

2 HMRC - FREQUENTLY ASKED QUESTIONS

| | |
|---|-----------------------------------|
| EAS = Employers Alignment Submission | FPS = Full Payment Summary |
| EPS = Employers Payment Submission | EYU = Earlier Year Update |

2.1 What RTI Will Do and Why the PAYE System Needs to Change

Q: What will RTI do?

A: Using RTI, employers and pension providers will tell HM Revenue & Customs (HMRC) about tax, National Insurance contributions (NICs) and other deductions when or before the payments are made, instead of waiting until after the end of the tax year.

RTI will:

- Make the PAYE process simpler and less burdensome for employers and HMRC for example, by removing the need for the end of year return (forms P35 and P14) and simplifying the employee starting and leaving processes
- Make PAYE more accurate for individuals, over time reducing the number of bills and repayments sent after the end of the tax year
- Enable HMRC to pursue late payments more effectively
- Support the payment of Universal Credit
- Reduce Tax Credits error and fraud

Employers and pension providers will send this information to HMRC online for payments made to all their employees, including those paid below the National Insurance Lower Earnings Limit (LEL).

Q: Does RTI apply to the self-employed?

A: No - it is for the operation of PAYE only.

2.2 How will RTI Operate?

Q: Will forms P35, P14 and P38A be needed after joining and using RTI?

A: No - end of year returns (forms P35 and P14) or P38A supplementary return will not be needed as employers will tell HMRC about all payments made during the tax year each time their payroll is run.

Q: Why does an FPS include the hours worked?

A: The hours worked is required for the purposes of calculating **Tax Credit payments**.

Q: How soon after the Employer Alignment Submission (EAS) will the employer be permitted to send in their first RTI submission?

A: Once the EAS has been successfully submitted the employer is considered to have joined RTI. The EAS should be submitted at least 24 hours before the first FPS.

Q: How will HMRC treat statutory payments shown on an Employer Payment Summary (EPS)?

A: If you have claimed an advance of statutory payments then the amount you report on an EPS will be set off against the PAYE due as reported on an FPS. If a credit remains this will be set-off against any advance you have claimed, and any remaining credit will be used against any other amount due, or if nothing is due you can contact HMRC and claim a repayment or reallocation.

Q: Will I have to make a submission even if I haven't paid anyone?

A: If you are registered with HMRC as an employer who pays HMRC quarterly, we will know to expect quarterly payments from you without you needing to do anything further.

All employers need to send an FPS every time they pay their employees, whether they pay HMRC monthly or quarterly. If you haven't made any payments to any employees in a tax month, you should send HMRC an EPS showing 'No payment due as no employees or subcontractors paid in this pay period' within 14 days following the end of the tax month. This also applies to employers who pay HMRC on a quarterly basis - if you do not, then HMRC will specify an amount due for that month, and pursue this at the end of the relevant quarter.

Q: Can I advise HMRC that I am not going to have any employees for a specified period?

A: Yes. You can submit one EPS to advise us of your 'period of inactivity'. HMRC will not expect any other return, nor any payment, for the period(s) reported.

Q: How will the system cope with an employee who resigns and is rehired in the same month with two corresponding payslips (two separate contracts)?

A: The system will count the two employments as separate by operating on the information submitted by the employer. The last payment from the first employment should have a date of leaving. The first payment from the new employment should include the starting information including start date and should not take into account pay and tax information from the previous contract of employment when calculating the year to date figures. If the employer is using payroll IDs they must ensure the second contract is set up using a different payroll ID, i.e. employee number.

Q: When will I be expected to report PAYE in real time?

A: Employers and pension providers will be required to report PAYE information (via an FPS or EPS) in real time 'on or before' payment is made to employees or pensioners for the vast majority of payments that they make.

Q: What would happen if an individual had five positions with the same organisation (for example) and ceases four but keeps one of these positions? How should this be reported?

A: Assuming that the five positions are treated as separate employments and tax and National Insurance are calculated separately for each employment, as each finishes a leaving date should be sent as part of the relevant FPS. HMRC will, if necessary, issue a code each time.

If the earnings from all five jobs are accumulated and tax and National Insurance are calculated as one employment (i.e. there is one tax code in operation) no additional action needs to be taken until the last employment ceases.

Q: Reclaiming tax in previous tax years - can you clarify the use of Earlier Year Updates (EYUs) against the FPS for a previous tax year? What would you expect for reclaims greater than two years? For six years following implementation will we still need to do P14 submittals for the non-RTI years which can be claimed on?

A: The EYU is needed to correct details of previous RTI years - you will only be able to use it for the tax years where you were required to operate PAYE using RTI. An FPS can only be sent up until 19th April following the end of a tax year - after this any corrections need to be made on an EYU.

Non-RTI years will still be corrected via amended P35/P14s as per the existing PAYE arrangement.

Q: Reclaiming overpayment of tax - will we still need to do adjustments for previous years at the end of each tax year or can this be done throughout the year? Each time we do a mini adjustment to the employee, how are we reclaiming the tax?

A: Adjustments can be made throughout the year with the final FPS showing the correct Year-To-Date (YTD) figures. If adjustments relate to previous RTI tax years then the EYU is needed to show the correct details.

Q: I have claimed 'CIS deductions suffered' on my EPS. Can I have a refund of any excess?

A: Yes you can have a refund at the year end, and if there are no outstanding debts.

Q: Date of leaving. What date should be entered on the FPS?

A: The date to enter is the date the employment ended. The exact date of this is for the employer to decide.

2.3 What will not Change Using RTI?

Q: What will not change using RTI?

A: The following will remain unchanged:

- **PAYE** - PAYE remains the same using RTI. It is only the reporting that changes.
- **Coding notices** - using RTI employers will still be able to choose how they receive coding notices; as they do now.
- **Reporting a change to HMRC e.g. updating employee's new name or addresses for HMRC records** - an RTI submission will not update HMRC records. It remains the responsibility of the individual employee to notify HMRC of changes of name, address, etc.
- **HMRC messages to employers using RTI** - HMRC will continue to use the Data Provisioning Service (DPS) and EDI outbound message services.
- **Payment dates using RTI** - payment dates to HMRC will remain the same using RTI.
- **Forms P60** - P60s will remain using RTI.
- **Forms P11D** - HMRC are not planning to change the requirement to complete a deductions working sheet (or electronic equivalent).

Q: Will RTI change the Construction Industry Scheme (CIS) payment and reporting process?

A: RTI is not changing the existing CIS process. Employers will continue to complete and file monthly returns due under the existing CIS arrangements.

2.4 Employee Information

Q: How do I deal with the fact that I don't have a National Insurance number?

A: Evolution will allow for the National Insurance number field to be left blank if the National Insurance number is not known, but you must provide the employee's address. However where possible, you should ensure that you obtain the correct National Insurance number for your payroll records.

Q: Is a default date of birth, (01.01.1901), in such scenarios is still acceptable?

A: You should not use a default date of birth. You should make every effort to obtain the correct date of birth for the individual, especially for new pensions coming into payment. Where, despite these efforts, it's not been possible to obtain the correct details, please continue to use the date of birth currently held on the payroll.

Q: What guarantees can HMRC provide about the accuracy of National Insurance number information that they will send to providers?

A: HMRC will attempt to validate National Insurance numbers provided by checking with the DWP. In cases where there is a discrepancy, or where the employer has not provided a National Insurance number, HMRC will inform the employer.

If the annuitant (a person who is entitled to receive benefits from an annuity) queries the National Insurance number provided by HMRC, the annuitant should contact HMRC to resolve the query.

The more accurate and comprehensive employee data the employer gathers and maintains, the more likely it is that the National Insurance number provided will be correct.

Q: Whilst employers and pension providers may request sight of a passport occasionally to verify age, do I now need to request to see the passport number?

A: The passport number will only have to be provided if the employer or pension provider collect it as part of their checks that the employee or pension recipient is entitled to work in the UK or receive a UK based pension.

Q: Why is it important to check the details I hold about my employees are accurate?

A: It has always been important to make sure the information that you send HMRC about your employees is accurate to help ensure that your employees pay the correct Income Tax and NICs. Improving the accuracy of the information you hold and send to HMRC will help match the information to the correct HMRC record. This could save you money by helping to reduce the number of employee enquiries you receive.

This is not just important for tax and NICs. From October 2013, RTI will support **Universal Credit** by providing the DWP (Department for Work and Pensions, formerly the Benefits Agency) with up to date information about claimants' employment income. Ensuring your employee information is correct will help to ensure they receive the right amount of credit.

As part of the process for an employer joining RTI, HMRC will align the records of employees held on the NPS system (**N**ational Insurance and **P**AYE **S**ervice, is a single national computer system introduced by HMRC in July to replace the 12 regional databases that previously handled PAYE processing) and the records held by employers.

In the meantime HMRC recommends that you start to prepare for RTI by checking the information you hold.

2.5 RTI and Individual Employees

Q: How does RTI affect me as an individual?

A: Generally, employees probably won't see much, if any, difference in their working day. However, using RTI, employers and pension providers will need to ensure that their employee records are up to date. They will also send information to HMRC when or before they pay their employees. This better quality, more up-to-date information will mean that, over time, more people will pay the correct tax in-year.

HMRC will also have the RTI needed to support the introduction of the DWP's Universal Credit in October 2013. Universal Credit will need up to date information about employment and pension income from RTI so that the DWP can adjust claimants' welfare payments to reflect their circumstances.

Q: How does RTI support the payment of Universal Credit?

A: RTI will support Universal Credit when it is introduced by providing DWP with up to date information about claimants' employment income.

Q: What happens if I leave my job?

A: Using RTI employers will still give leaving employees a form P45 showing their pay and the tax deducted.

Q: What happens if I start a new job?

A: Using RTI employees still need to give their new employer the form P45 given to them by their previous employer so they can operate the correct tax code. Employees will also need to answer some new starter questions. Getting this information right is paramount as it will help make sure the employee pays right amount of tax is paid, and receives correct amount of credit for the NICs they pay.

Q: What happens if I don't have a P45?

A: This has not changed. The employer will ask employee some new starter questions similar to completing a form P46 so they are able to operate the correct tax code.

Q: What additional information does the employee need to give to the employer?

A: Using RTI there is little change to the information given to your employer. To help get employee's tax right and make sure they get credit for the NICs that they pay, they should provide:

- **National Insurance number** shown on the card or letter issued by the DWP. A National Insurance number consists of two letters followed by six numbers, followed by one letter - A, B, C or D.
- **Full formal name** (surname and forename) must be obtained. It is important that full forename and not just the initials (for example, John Smith and not J Smith), are provided by employees.
- **Date of birth**
- **Gender**

The employer needs to verify the above information from an official source, such as employee's birth certificate, passport, driving licence or official documents from HMRC or the DWP.

3 EXPECTED RTI BENEFITS

3.1 To Employers

- Simplify and improve PAYE processes
- Reduce HMRC queries
- No more year-end submission of P14s and P35. RTI data transmission will be done before or on the payment date.
- Help improve PAYE compliance procedures and reduce visits from HMRC

Note: All of the above will also help reduce costs.

3.2 To HMRC

- Easier to identify and deal with non-compliant employers, hence reduced costs and manpower
- Easier to detect and deal with employee under and overpayments
- Improve collection of payments, debts and reduce incurred costs
- Identify and pursue late payments more effectively
- Support the payment of Universal Credits (from October 2013)
- Help reduce errors and fraud

3.3 RTI Processes

- Employee information on payroll must be cleansed and aligned with HMRC (see Employer Alignment Submission)
- You should report employee data problems, such as wrong date of birth to HMRC's Employer Helpline as soon as identified
- Once employer's data is aligned with HMRC data, employee codes must not be changed as this will create new employee records on HMRC's system
- Once HMRC is informed of leavers, if the employee returns back to their job, they must be set up on the system with a new employee code
- There will be HMRC penalties for late submissions, payment of liabilities or incorrect submissions

4 RTI DATA VALIDATION

HMRC recommends that all employers validate their employee records prior to any employee alignment submission being carried out ahead of RTI implementation. The following information must be checked:

- **Full official Name (Mandatory)** – employee's **surname** and **forename** must be entered in full. Check for correct spellings and make sure they are entered in the correct places.
- **Current residential address** – confirm the current full address. It is recommended that this is validated against a utility bill, driving licence or any other valid document.
- **Sex (Gender) (M)** – confirm gender 'male or female'
- **Date of birth (M)** – The date of birth for all employees must be validated against their birth certificate or passport with an entry format of **DD/MM/YYYY**
- **National Insurance Number** – must be entered correctly. The number must begin with two letters, followed by six numbers and end with letter A, B, C or D. If at the time of submission the correct NINO is not known, it should be left blank.
- **Establish right to work in UK** – HMRC said that if a copy of an employee's passport is made as part of the process to establish entitlement to work in UK, then they would like to be informed of the passport number too.

New employees – The above information must also be checked when a new employee starts.

5 RTI SUBMISSION TYPES

Please note that on EAS, FPS and NVR submissions the employee code will be prefixed with either WAG if using Wages or SAL if using Salaries. E.g. employee 'ABC' in Wages will be submitted to HMRC as 'WAG-ABC'.

To send an RTI submission to HMRC a live internet connection is required.

5.1 Employer Alignment Submissions (EAS)

All PAYE Schemes must go through an alignment process before joining RTI. Data alignment is a process to be performed between the employer and HMRC to ensure that their employees' data agree. This is the first step of moving onto the Real Time Information and is known as the Employer Alignment Submission (EAS).

Once the first EAS is sent and received successfully by HMRC it will be considered that the Company has joined the RTI system and no further EAS submissions will be accepted.

If HMRC has an employee record that was not provided with the employer's payroll, the employee HMRC record will be closed down. However, if the employer's payroll shows an employee record that is not currently held by HMRC a new employee record will be created on HMRC's system. All other identified employee discrepancies will be electronically notified to the employer.

Data should be cleansed before the alignment to reduce the chance of any data validation errors on the EAS and subsequent FPS submissions.

5.2 Full Payment Submission (FPS)

At the end of each pay period the company should send an FPS to HMRC with details of the employees paid within the period. This will include all tax and NI details and also deal with new starters and leavers. The FPS should be submitted on or before the date the employees are paid.

5.3 Employer Payment Summary (EPS)

The Company needs to send this report to HMRC to inform them of any recoverable Statutory Payments, NICs compensation on Statutory Payments and CIS deductions suffered within the tax month. This information will be used by HMRC to check against the figures on FPS submissions. EPS can also be used to notify HMRC of periods of inactivity where no FPS has or will be sent.

An EPS should only be submitted after the end of the tax month for those months where statutory payments have been recovered or to inform HMRC if there are no FPS submissions for the previous or future tax periods. For any recovered values to apply to a specific month, the EPS should be submitted before your payment to HMRC is due on the 19th of the following month.

5.4 NINO Verification Request (NVR)

This is sent to verify a National Insurance number (NINO) for an employee.

6 CHECKBOOK PAYROLL – RTI ENHANCEMENTS

6.1 RTI Setup Prior to Going Live

6.1.1 Employees

Please check the following:

- **Date of Birth** (mandatory)
- **National Insurance Numbers** (not mandatory but advisable)
- **Employee Names** are correct including forenames in full and no invalid characters (the only allowed characters in names are **alpha** (A-Z, a-z), hyphen, apostrophe and **space** (as long as first character is not space)
- Normal **Hours Worked** are set correct on each employee (See section [7.5.1](#) “Additional Info” for further details)

6.1.2 RTI Login Details

Store your HMRC Sender ID, Password, AO Reference, which are required on each RTI submission. Also enter your Corporation Tax or Self-Assessment UTR and ECON which are required on each FPS submission if applicable.

See section [7.1](#) “File Maintenance → Company → Basic Details → RTI Login”

6.1.3 Pay Texts

Pay Texts used for **Pre Tax Payments** should be checked that the subject to Tax and NI flags are set correct before calculating the first payroll in 01 2014.

See section 7.2 “File Maintenance → Company → Basic Details → Payroll” for further details.

6.1.4 Tax Reference

Your PAYE reference must be entered in the correct format otherwise HMRC will reject any submissions sent to them.

See section [7.3](#) “File Maintenance → PAYE Details” for further details.

6.1.5 Employee Pension Deduction

Employee Pension deductions must be setup using the “Co. Pension” option and not using a separate pay text.

See section [7.4](#) “Employee Pension Deductions” for further details.

6.1.6 Leavers

All leavers for the 2012-13 tax year should be submitted to HMRC before updating the payroll into period 01 2014.

7 SOFTWARE CHANGES

All of these new fields will be available immediately after version 5.000 is installed.

7.1 File Maintenance → Company → Basic Details → RTI Login

These details will need to be entered before any RTI submissions can be sent to HMRC.

There is a new option added to the Basic company details screen called “RTI LOGIN”:

The screenshot shows a window titled "Basic company details" with a sidebar on the left containing labels for various fields: Company Name, Name for payslips, Address, Town, County / Postcode, Telephone / Fax, Telex, Delivery Addresses, Type of Payslip, and Checkbook backup?. The main area contains text boxes with the following values: INTEGRITY SOFTWARE, INTEGRITY SOFTWARE, UNIT 1A, LANDMARK HOUSE, ALPHA COURT BUSINESS PARK, LINCOLN, LINCOLNSHIRE, LN6 3TA, 01522 887200, and 01522 887201. A dropdown menu shows "Normal". At the bottom, there are buttons for CUSTOMERS, SUPPLIERS, PAYROLL, STOCK, DOCUMENTS, REPORTS, and RTI LOGIN. An orange arrow points to the RTI LOGIN button.

Selecting this will show the screen below where each applicable field should be entered:

The screenshot shows a window titled "RTI Login Details" with a form for "RTI HMRC details". The fields and their values are: Username (isv304), Password (testing1), Sender (Company), XML Folder (RTI), File Index (0), ECON, AD Reference (123PQ12345678), Corp Tax Ref (111111111), SA Tax Ref, and Generate BACS Ref (N).

| | |
|--------------------------|--|
| Username | Enter your HMRC ID used to log into the Government Gateway. If this is incorrect then each submission to HMRC will be rejected. |
| Password | Enter your HMRC Password used to log into the Government Gateway. If this is incorrect then each submission to HMRC will be rejected. |
| Sender | Select the Sender Type that is applicable to you. The default is Company but other options are available from the drop down. |
| XML Folder | This is where the RTI files produced from Checkbook will be created for submission via E-Filing. If you are using Checkbook multi-user then the files will be created on the main PC/server. The default is RTI which will create an RTI folder within your Checkbook data directory. This can be left blank and will automatically be set to RTI the first time an RTI export file is created from Checkbook. Please contact Support if you would like this changing from the default. |
| File Index | This will be 0 and will be incremented with each RTI submission created. This should not be changed. |
| ECON | Enter your Employer Contracted Out Number if you have one. You will only have one if you operate an occupational contracted-out scheme. You can find this on the contracting out certificate held by the pension scheme. |
| AO Reference | Enter your Employer's Account Office Reference. This can be found on HMRC letter P30B 'Paying PAYE Electronically' or if you use payslips, on the front of your 'P30BC Employer Payment Booklet'. An example format is 123PA00045678. If this is not entered then each FPS submission to HMRC will be rejected. |
| Corp Tax Ref | Enter your 10 digit Corporation Tax Reference if applicable (for example if you are a limited company). If you have entered a Corporation Tax Reference then the Self-Assessment Reference below must be left blank. |
| SA Tax Ref | Enter your 10 digit Self-Assessment Tax Reference if applicable (for example if you are a sole proprietor or partnership). If you have entered a Self-Assessment reference then the Corporation Tax Reference above must be left blank. |
| Generate BACS Ref | This is only applicable if you pay your employees by BACS and you have your own BACS SUN (Service User Number). If this applies to you then please contact Support for further details on this. If you don't pay your employees by BACS, or you don't have your own BACS SUN, then this must remain set to N . |

When all fields have been entered, press <F2> and file the card.

7.2 File Maintenance → Company → Basic Details → Payroll

This screen hasn't changed on the latest version of Checkbook but we would advise you check that the Pre Tax Payments are correct before you start processing your payroll in the new year. These need to be correct so that each FPS sent to HMRC will contain the correct "Gross for Tax" and "Gross for NI".

COMPANY DETAILS

Company Name: INTEGRITY SOFTWARE
 Name for payslips: INTEGRITY SOFTWARE
 Address: UNIT 1A, LANDMARK HOUSE
 ALPHA COURT BUSINESS PARK
 Town: LINCOLN
 County / Postcode: LINCOLNSHIRE LN6 3TA
 Telephone / Fax: 01522 887200 01522 887201
 Telex:
 Delivery Addresses:
 Type of Payslip: Normal
 Checkbook backup?:

Basic Setup For:

CUSTOMERS PAYROLL DOCUMENTS RTI LOGIN
 SUPPLIERS STOCK REPORTS

On the "Pre Tax Payments", shown below, check that the Tax and NI tick boxes are set correctly. We would advise not changing these mid-year once that pay text has been used:

Basic Payroll Details (2000)

Payroll - Basic Details

Pre Tax Payments:

| Pay Rates | | Tax | NI |
|------------|--------|-------------------------------------|-------------------------------------|
| Basic Pay | 1.0000 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Overtime 1 | 1.2500 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Overtime 2 | 1.5000 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Overtime 3 | 2.0000 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

| Other Pay | Tax | NI |
|-------------|-------------------------------------|-------------------------------------|
| Salary | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Bonus | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Adjustment | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Holiday Pay | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

7.3 File Maintenance → PAYE Details

Although this screen has not changed it is important that your PAYE reference is entered correctly on this screen, particularly if you have not used Checkbook for previous E-Filing submissions:

District: --TAX-- Reference: 999/A304

REFUND LIMITS and K CODE MAXIMUM

| TAX | | |
|-----|---------|--------|
| | BAND | RATE |
| 1 | 32010 | 20.000 |
| 2 | 117990 | 40.000 |
| 3 | 9999999 | 45.000 |
| 4 | - | - |
| 5 | - | - |
| 6 | - | - |
| 7 | - | - |
| 8 | - | - |
| 9 | - | - |
| 10 | - | - |
| 11 | - | - |
| 12 | - | - |

Weekly: 200.00
Monthly: 200.00
K Code Max. % Gross: 50.00

SPECIAL BAND NUMBERS

Basic Rate (BR): 1
'D' Code start band: 2

Your employer’s PAYE reference is on a P6/P9 coding notice, or an Annual/Budget pack letter. The first part of the reference is your three digit HMRC Office Number and the second part of it after the forward slash is your employer reference.

The forward slash must be present and there should be no spaces.

If the PAYE reference is incorrect then each RTI submission to HMRC will be rejected.

7.4 Employee Pension Deductions

From the 2013-14 tax year, employee Pension deduction information will need to be reported to HMRC as part of the FPS submission.

This means that all employee Pension deductions need to be setup correctly using the Pension option and not via a separate pre-tax or after tax Pay Text.

The Pension screen can be setup in File Maintenance > Wages/Salary > Earnings & Deductions > Deductn/Allow > Co. Pension, as shown below:

A screen similar to that below will be displayed:

The standard Employee Contribution and any Additional Voluntary Contribution should be entered here and the Tax Relief field must be set correct. If the pension is a pre-tax deduction then set Tax Relief = Y, if the pension is an after deduction then set Tax Relief = N.

The Pension screen can also be viewed when entering the payroll earnings by clicking Deductn/Allow > Co. Pension.

7.5 File Maintenance → Wages / Salaries

7.5.1 Additional Info

There is a new option added to the Employee Record card called “Additional Info”:

Selecting this will show the screen below. Each option should be checked that is it set correctly if different to the defaults, particularly the “Normal Hours” and the Employee Flags that are submitted on an EAS:

| | |
|----------------------------|---|
| Pension type | This should only be changed if the employee is being paid an Occupational Pension. The options are I if the employee is being paid their own individual pension or P if they are being paid a recently bereaved partner's pension. The default is N but should be changed if required before an EAS is sent to HMRC. |
| Annual pension amt | Enter the annual value of the new occupational pension in the Annual Amount of Occ Pen field. |
| New pension this pd | Set to Y if this is the first period of a new occupational pension case. |
| Passport Number | This is not a mandatory field, but HMRC would like the passport numbers to be included, where possible. |
| Normal Hours worked | <p>These are the hours most appropriate to this employee for the hours you expect them to normally work in a week. This does not need to be reduced if the employee is on statutory leave or sick etc.</p> <p>The default is over 30 hours so all existing and new employees will default to this once the new version of Checkbook is loaded. This should be changed for any employee that does not normally work 30 hours or more. New employees will also default to over 30 hours.</p> <p><u>Other options are:</u> Upto 15.99 hrs. 16 – 29.99 hrs. Other (This is used for occupational pension schemes)</p> |

7.5.1.1 Additional Info → Employee Flags

Clicking the “Employee Flags” will show the following screen:

The screenshot shows a window titled "Emp Add Details Y/N" with a list of "Employee Flags". Each flag has a corresponding input field:

- Payment to non-person:
- Irregular payment:
- Aggregated indicator:
- Expatriate:
- On strike this period:
- Unpaid absence:
- Trivial commutation type:
- Trivial commutation amount:

Payment to non-person

This should be set to **Y** if payments are made to a third party or non-individual e.g. Personal Representative or Trustee. The Default is **N**, this is sent on the EAS if set to **Y**.

Irregular Payment

This should be set to **Y** if the employee is paid on an irregular basis e.g. casual/seasonal worker or is on long term maternity or sick leave. It is used to prevent HMRC assuming that they have left their employment after three months of non-payment. This is submitted on the EAS so should be set to **Y** on any applicable employee before the EAS is sent to HMRC.

If a new starter is to receive irregular payments or an existing employee changes to receive irregular payments after the EAS is submitted, this option should still be set to **Y** so it will be included next time an FPS is submitted.

Aggregated Earnings

This should be ticked if earnings from more than one job have been added together to calculate National Insurance contributions.

Expatriate

This should be set to **Y** if an existing employee is seconded to work in the UK. This is sent on the EAS.

(New starters seconded to work in the UK will be notified as part of the starting declaration).

On strike this period

Select **Y** if the employees pay for the period has been reduced due to them being on Strike. If applicable this should be set to **Y** before the FPS is submitted to HMRC and will automatically be reset to **N** when updating into the next period.

Unpaid absence

Select **Y** if the employees pay for the period has been reduced due to them being on unpaid absence. This should also be set to **Y** if the employee requests that their contracted hours are reduced to zero for a period of time, exceeding one pay period. In this case, this should be set to **Y** before the final FPS prior to their unpaid absence is sent to HMRC. This will automatically be set to **N** when updating into the next period.

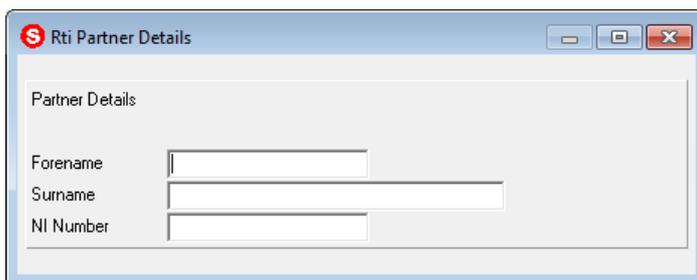
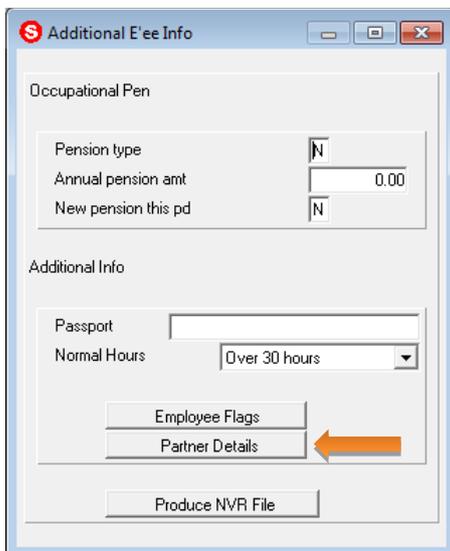
Trivial Commutation type Indicate either **A**, **B** or **C** if a lump sum is paid in place of a small pension:

- A. Trivial Commutation lump sums**
- B. Lump sum from personal pension scheme**
- C. Lump sum from occupational pension scheme**

Trivial Commutation amount The value of any above lump sum payment should be entered here, whole pounds only.

7.5.1.2 Additional Info → Partner Details

These details will only need to be entered if an employee has received a payment of Additional Statutory Paternity Pay (ASPP):



ASPP can now be paid through Checkbook payroll, see section [7.7](#) "Additional Paternity Pay".

7.5.1.3 Additional Info → Produce NVR File

This is used to submit a National Insurance Verification Request (NVR) to HMRC. These are only submitted for the selected employee and cannot be submitted in bulk.

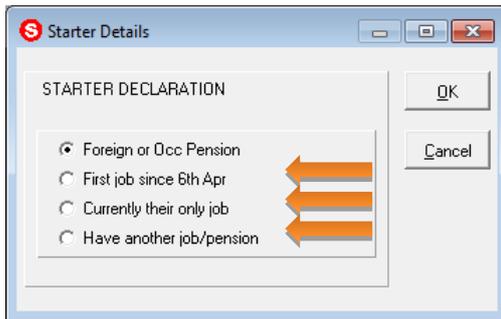
Note this should **only be used from the 2013-14 tax year** and submissions will fail if they are used for 2012-13.

7.5.2 New Starters → Declaration

Every new starter from April 2013 will have their starting date along with a starting declaration sent to HMRC on their first FPS. Therefore it is very important that new starters are only setup in the first period they are being paid and not in advance.

Enter their stating date into “Date Started”:

The following screen will then appear when the appropriate starter declaration must be selected:



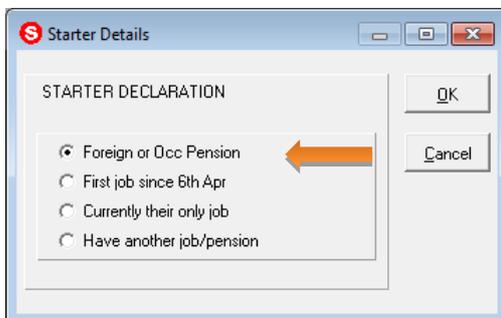
The starter will need to confirm one of the following options:

- **This is their first job since the start of the tax year (6th April)**
- **This is currently their only job**
- **They have another job or pension**

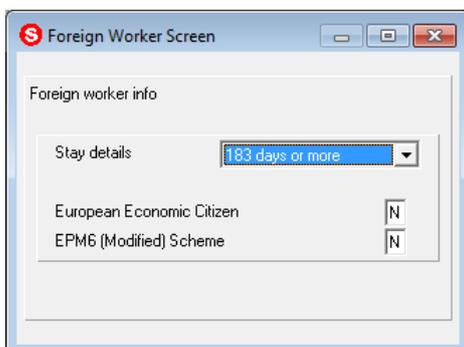
If the employee is seconded to work in the UK then the option **Foreign or Occ Pension** option should be selected, see below.

7.5.3 New Starters → Seconded Employees

If the employee is seconded to work in the UK then the option **Foreign or Occ Pension** option should be selected:



The following screen will then appear to enter details about their stay in the UK. This information was previously completed on form P46-Expat :



Stay details

Select the employee's intention to stay in the UK from the following options:

More than 183 days

Less than 183 days

Living abroad but working in and out on UK

European Economic Citizen

Select **Y** if the employee is from a country in the European Economic Area.

EPM6 (Modified) Scheme

Select **Y** if this relates to an EPM6(Modified) scheme for tax equalised expatriate employees.

7.5.4 New Starters → Previous Employment

When Entering the Previous Employee values from a new starter's P45, there is a new field to indicate that the employee is continuing to repay a student loan through the payroll:

E'ee record card

EMPLOYEE RECORD CARD WAGES PERSONNEL NUMBER: NEW

Forename: New Surname: Starter

Address: Add1

Town: County: Telephone: Post Code: Telephone: Telephone:

Date of Birth: 22.05.1980 Tax Code: 944L

Date started: 10.04.13 N.I. Number: AA101010A

Date left: N.I. Category: A

Payment method: CASH Directors: N.I.: N

Dept: None Selected Yet Pro-rata period: Sex (M or F): M

Cost: Wages

TOTAL EARNINGS TO DATE NORMAL PAY DETAILS

This employment Earnings & Deductions

Previous Employment Additional Info

E'ee earnings previous employ

PREVIOUS EMPLOYMENT P45 DETAILS

Gross Pay exc Pension Conts: 0.00

P.A.Y.E.: 0.00

Has a student loan: N

7.5.5 Changing NI Category Mid - Year

If an employee changes their NI category mid-year, then the figures from should be transferred to the Previous Category along with the old table letter and then zero the current category fields. This is done on the employee record card in This Employment > Deductn/Allow > NI.

This is the same procedure as in previous years, but is more important with RTI, as the year to date NI values get submitted on each FPS so needs to include all NI categories used within the year.

There is one extra field to enter from April 2013 as shown below:

| NATIONAL INSURANCE SCHEME | Current Category | | Previous Category |
|---|-----------------------------------|-----------------------------------|-----------------------------------|
| | Employees | Directors | |
| N.I. number | AA101010A | | |
| Contribution table letter | A | | <input type="checkbox"/> |
| Earnings up to & inc LEL | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Above LEL, up to & inc PT | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Above PT, up to & inc UAP | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Above UAP, up to & inc UEL | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Employee Contribution | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Employer Contribution | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Employee NI Rebate | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Employer NI Rebate | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| TOTAL CONTRIBUTIONS | 0.00 | 0.00 | 0.00 |
| NI category change: transfer current to previous & clear current. | | | |
| HNI Reclaim | <input type="text" value="0.00"/> | Ntable Gross | <input type="text" value="0.00"/> |

The gross payment subject to NI on the previous category needs entering in the **Ntable Gross** field highlighted above. If you are unsure of what to enter here then please contact Support before submitting your first FPS after the employee has changed NI category.

7.6 Starters and Leavers

These are now dealt with on the FPS submissions, so there is no longer a requirement to do “In Year Submissions” for P45s or P46s. P45 forms should still be printed for left employees. P45 forms cannot be printed directly from Checkbook.

In order to reflect these correctly on the FPS, you will need to make sure the starters and leavers are set correctly.

7.6.1 Starters

All of the starter information needs to be submitted on the first FPS for that employee, i.e. the first time they are paid and not before. When adding a new employee, their date started should be entered, and the relevant New Starter Declaration set (see section [7.5.2](#) “New Starters → Declaration”). The new employee must only be setup in the first period they are to be paid and not in advance.

For example, the current weekly payroll period is 10 2013 and a new starter joins this period but is not to be paid until week 11. The new employee should not be setup until the period is updated into 11 2013.

7.6.2 Leavers

The leaving date for any employee should be submitted on the last FPS they are being paid rather than in any period after they have left. Therefore when an employee is being paid for the last time, the pay should be calculated then a leaving date entered on the employee record card BEFORE the FPS is generated and sent to HMRC.

7.6.2.1 Further Payments to Left Employees

If you need to make a further payment to an employee after you have informed HMRC they have left, then HMRC need to know that the employee is being “paid after leaving”.

To do this when entering payroll earnings, press <F6> to list the current employees and then press <F4> to display the left employees. Select the employee in question and pay them the same as any normal employee. They will have a payslip printed and will appear on the Payroll Details report the same as any current employee.

It’s important that the leaving date once submitted to HMRC is NOT removed from the employee record card.

IMPORTANT NOTE: If an employee leaves and is issued a P45 but then comes back, they should always be setup as a new employee rather than repaying the previous employee.

7.7 Additional Paternity Pay (ASPP)

Since April 2011, paternity pay has been split into Ordinary Statutory Paternity Pay (OSPP) and Additional Statutory Paternity Pay (ASPP).

On the latest version of Checkbook, it is now possible to pay an employee ASPP and this will be submitted to HMRC on the FPS.

To pay an employee ASPP, when entering their earnings enter the value in the “S.M.P” field. Once the value has been entered, click on the drop down arrow and select “A.S.P.P” as shown below:

EMPLOYEE: 1 MICHAEL PLATT SALARIES - Period 1
 Tax Code: 595L Staff not in a dept. Nat Ins: A AA123493A
 Holiday: 0 Pay up to: 30.04.13 Remarks:

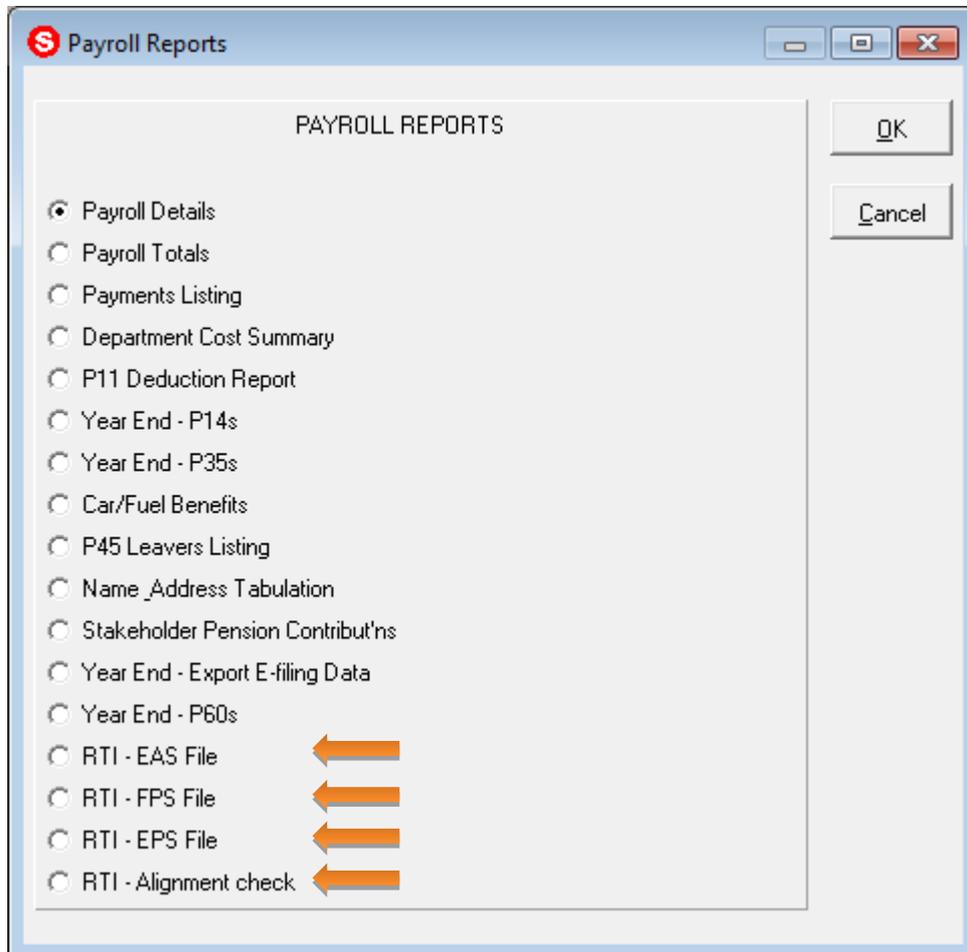
| Payments | Hours | Rate | Value | Deductn/Allow | | |
|-------------|-------|--------|----------|--------------------|-----------------|--------|
| Basic Pay | | | | | | |
| Overtime 1 | | | | | | |
| Overtime 2 | | | | | | |
| Overtime 3 | | | | | | |
| Salary | | | | | | |
| Bonus | | | | | | |
| Adjustment | | | | | | |
| Holiday Pay | | | | | | |
| S.S.P | | | | | | |
| S.M.P | | | 136.78 | | | |
| | | | | P.A.Y.E. | | |
| | | | | N.I. | | |
| | | | | Total Deductn 0.00 | | |
| | | | | Allownc 0.00 | | |
| | | 136.78 | NETT PAY | 136.78 | NETT INC TAX CR | 136.78 |

If ASPP is paid to an employee then their Partners Name and NI Number should be included on the FPS sent to HMRC. This should be entered in File Maintenance > Additional Info > Partner Details (see section [7.5.1.2](#) “Additional Info → Partner Details”).

Further information regarding Paternity pay can be found in HMRC document [E19 - “Employer Helpbook for Ordinary and Additional Statutory Paternity Pay”](#).

8 REAL TIME INFORMATION MENU

Once the latest version of Checkbook has been loaded, the following options will be added to the Reports > Wages and Reports > Salaries menu:



All RTI submission files will be generated from here apart from NVR submissions which are done via the employee record card.

The EAS and FPS submissions as well as the alignment check will only include the employees within that payroll. For example, an EAS done from Reports > Wages will only include those employees setup within Wages. An FPS done from Reports > Salaries will only include those employees setup with Salaries.

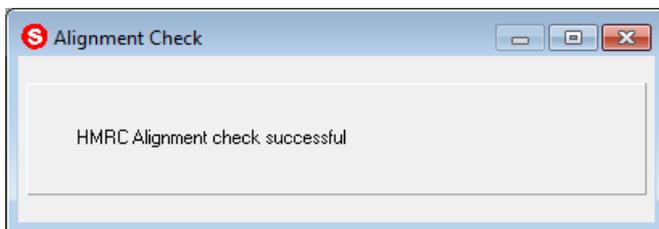
8.1 RTI – Alignment check

This is not an RTI submission but can be used to check that employee details are in the correct format. This can be run as soon as version 5.000 of Checkbook is loaded.

This will check the following on all current employees setup with the selected payroll (either wages or salaries):

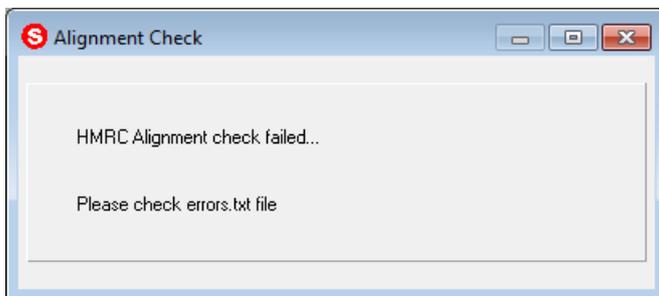
- Date of birth is present
- NINO is in the correct format
- Tax code is in the correct format
- Forename and Surname doesn't contain any invalid characters
- If no NINO is entered then address lines 1 and 2 must be present

If the check finds no errors the following message to be displayed:



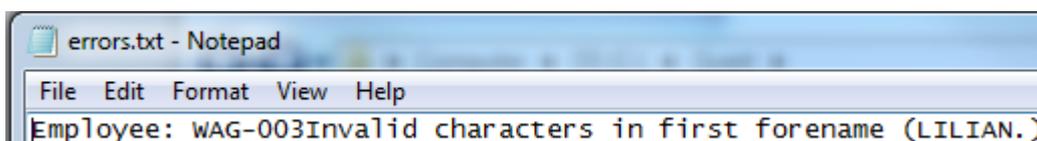
Please note that you could still receive errors when submitting to HMRC as further checks will be done at the submissions stage.

If the check finds any errors the following message will be displayed:



An "errors.txt" file will be created in the directory specified in section [7.1 "File Maintenance → Company → Basic Details → RTI Login"](#) (the default will be a folder called 'RTI' in your Checkbook data directory, e.g. c:\Quest\RTI).

The "errors.txt" file can be opened in notepad and the result will be shown. In the example below there is an invalid character (full stop) in the employee's forename:



8.2 Generating the Employer Alignment Submissions (EAS)

The EAS itself should only be performed when the following has been done:

- Version 5.000 of Checkbook has been loaded
- You have completed your Payroll year end for tax year 2012-13
- You have updated each live payroll into period 01 2014
- Employee's information (Names, NINO, DOB etc.) have been checked
- All employees who have left in a previous tax year have a leaving date entered
- You have entered the "RTI LOGIN" information (see section [7.1](#) "File Maintenance → Company → Basic Details → RTI Login")

HMRC have said that the EAS should only be submitted on or after 6th April 2013 and should be at least 24 hours before the first FPS.

However, once version 5.000 of Checkbook has been installed you can use the Alignment check and the existing Name Address Tabulation report to validate your data prior to the EAS.

To clarify, the following fields must be checked to ensure the EAS will pass HMRC's validation:

- Date of Birth must be present
- Any name field should only contain letters, apostrophe, hyphen or space (first character cannot be a space)
- If a NINO is not entered then at least the first two address lines should be completed

When you are ready to generate your Employer Alignment Submission (EAS), select "RTI – EAS File" from either Reports > Wages or Reports > Salaries (if you use both wages and salaries then a separate EAS will need to be generated for each – see [8.2.1](#) "EAS Parts" overleaf):

The screenshot shows a window titled "RTI Eas Info". Inside, there is a section labeled "EAS Information". Below this, there are two input fields. The first is labeled "Number of parts" and contains the number "1". The second is labeled "Unique part ID" and is currently empty.

Enter the total number of EAS parts you will be submitting. If this is more than 1 then you must enter a unique identifier for this part. Once these have been entered press <F2>.

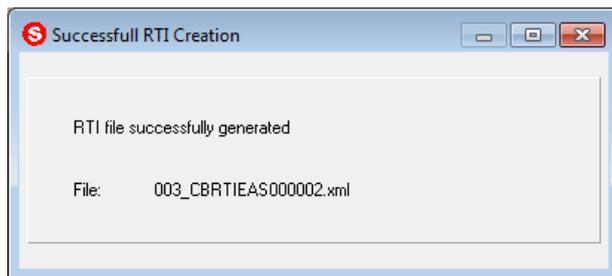
A message similar to the one below will be displayed and you should take a note of the file name:

The screenshot shows a window titled "Successfull RTI Creation". The main text area contains the message "RTI file successfully generated". Below this, it lists the file name: "File: 003_CBRTIEAS000001.xml".

The file name is prefixed with the company number, 003_ in this example, and contains "CBRTIEAS" to identify this as an EAS submission type. The final number, 000001, will increase by one on every RTI submission generated.

This routine should be repeated for any other payroll and the file name again should be noted.

For example if the above file was created from Reports > Wages and there are also employees paid in Salaries then the routine should be repeated from Reports > Salaries which will create a new submissions file similar to that below, and the full file name should be noted, in particular the final number:



8.2.1 EAS Parts

HMRC need to know how many EAS parts you will be submitting per Tax Company and if there is more than one, each part needs to have a unique ID.

For users, who only have entire company's payroll within one Checkbook company and only one payroll, either wages or salaries, (and nothing is done externally), there will be only one EAS submission, so the number of parts will be 1 and the unique ID is not required.

If you have one Checkbook company and use both wages and salaries (and nothing is done externally) then the number of EAS parts will be 2. This should be entered on both EAS files generated (one from Reports > Wages and one from Reports > Salaries) and a unique ID entered on each. The ID could, for example, be the payroll name (Wages or Salaries) or the payroll frequency (weekly or monthly) etc.

If you have two companies in Checkbook with the same tax reference, (e.g. company 1 has weekly payroll, and company 2 has a monthly payroll) then an EAS will need to be submitted for each company. The number of parts entered on each EAS will be 2 and the ID may be the company number (1 or 2) or a brief description of the payroll (weekly or monthly) etc.

Similarly, if you have one Checkbook company for a weekly payroll and a second payroll is done externally by your accountants, then the number of parts will be 2 on the EAS submitted from Checkbook and your accountants will also send an EAS, again entering the number of parts as 2.

Once HMRC have received the number of EAS parts specified each with a different ID, then no further EAS will be accepted.

8.3 Submitting the Employer Alignment Submissions (EAS) through E-Filing

Once the EAS files have been generated as above, they should be submitted to HMRC using E-Filing version 2.30. All RTI submissions (EAS, FPS, EPS and NVR) are submitted through E-Filing.

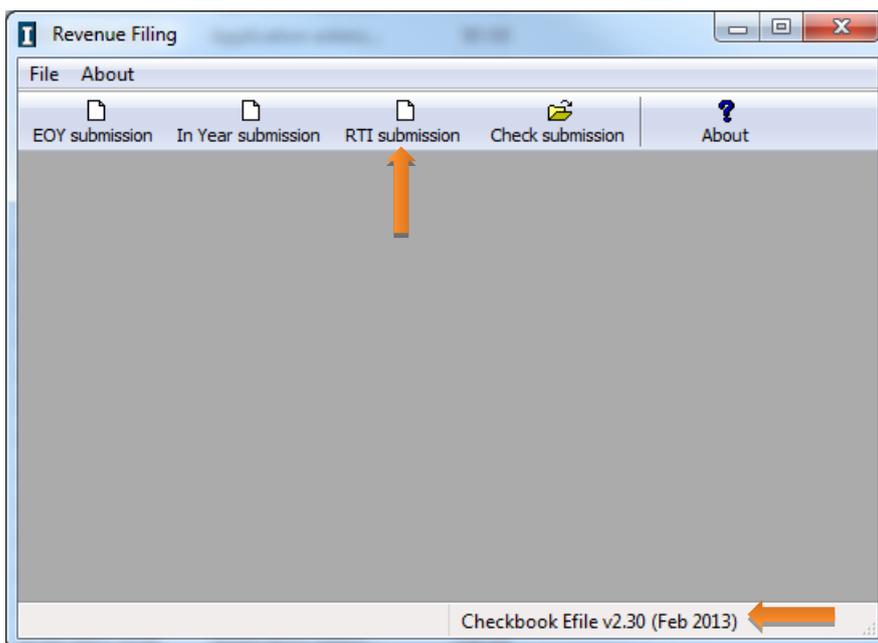
You must have a live internet connection to be able to send your submissions to HMRC through E-Filing

It's important that you have taken a note of the file name created from Checkbook so you know which file to select for submission to submit to HMRC.

Open the "Integrity e-Filing" icon on your desktop:



Ensure that you are using Checkbook Efile version 2.30:

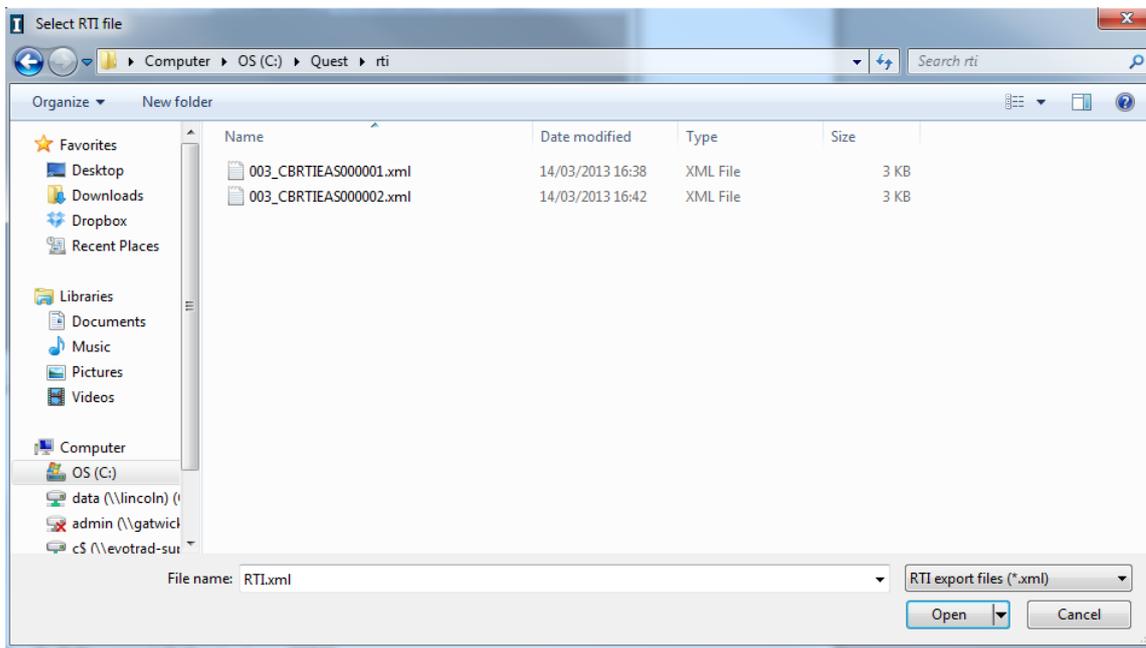


Click on the "RTI submission" icon.

Navigate to the folder containing the export XML files (as defined on the RTI LOGIN screen in section 7.1 "File Maintenance → Company → Basic Details → RTI Login"), this would usually be C:\Quest\RTI which is the example shown below.

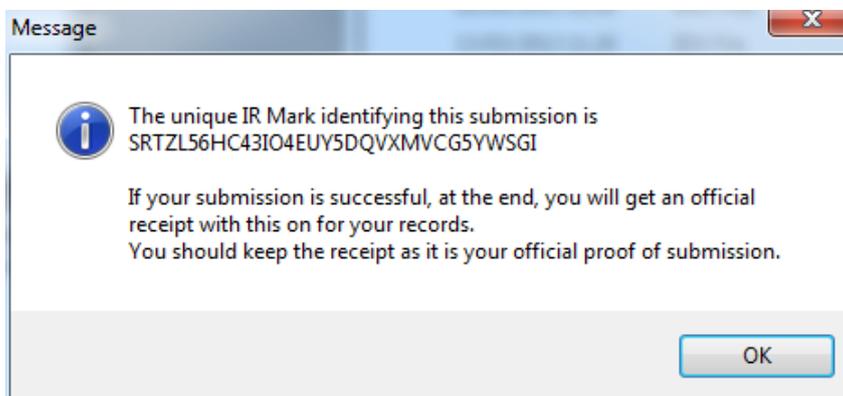
(If you are using Checkbook on a network then the Export File will be in the data directory on your main PC/server).

Navigated to the folder containing the Export File e.g. C:\Quest\RTI:

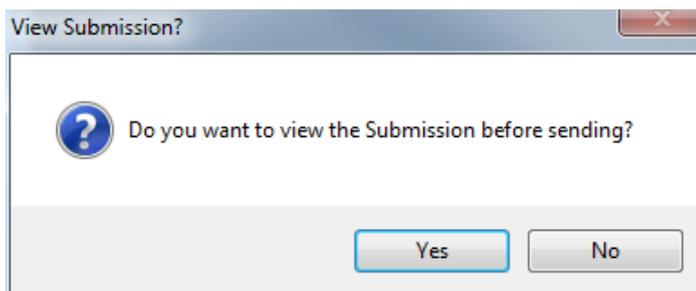


Select the file that you want to submit which you took a note of when the file was created from Checkbook. Double-click this file to open it in this example 003_CBRTEAS000001.xml is selected.

A message similar to the one below will be displayed, click OK to continue (you will be able to print the identifier at a later stage should the submission be successful):



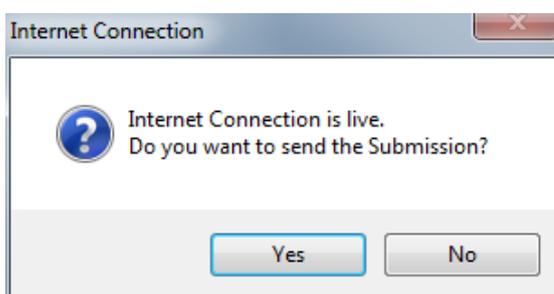
You will be asked to view the submission. This will show the data in the format required by HMRC which is not very easy to read so we would advise that No is selected:



Select Yes to the following:



Select Yes to the following:

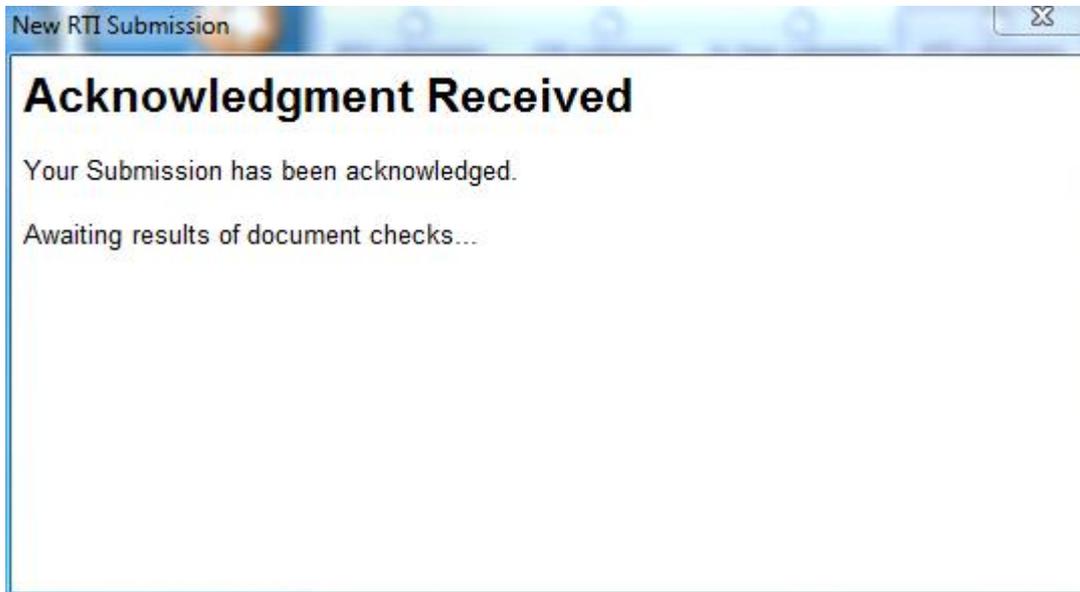


E-Filing with then send your RTI submissions to HMRC and the screen will update to show you the process of the submissions.

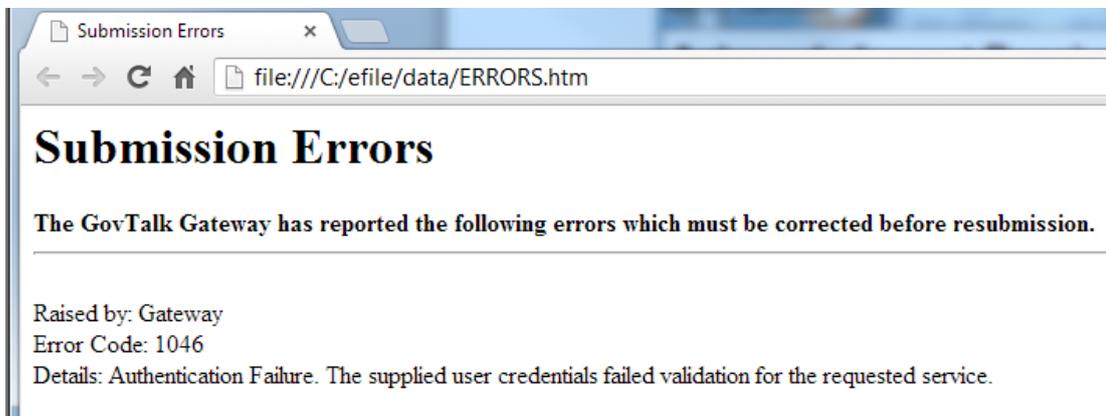
During busy periods there could be a delay in these screens appearing.

8.3.1 Submission Acknowledged

The screen below should appear shortly after the submission has started and means that HMRC has verified your ID and password. At this stage, only the ID, password and PAYE reference have been validated and HMRC have not yet checked the rest of the submission file:



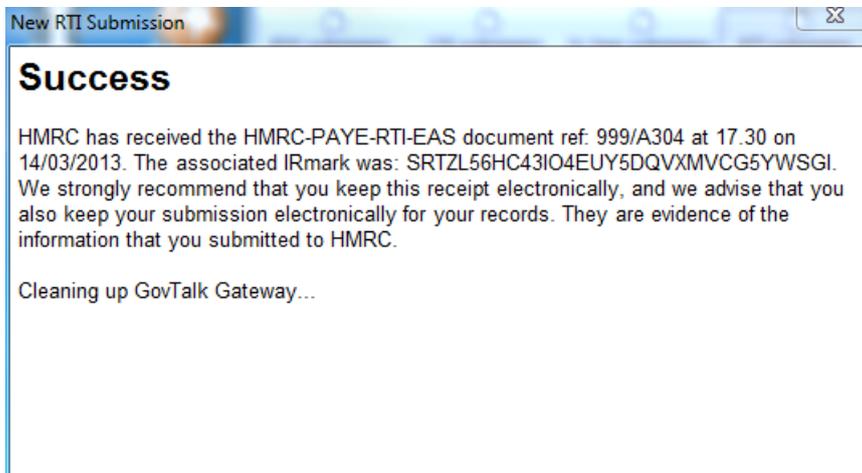
If the above screen doesn't appear but instead the screen below appears then it means there is a problem with your HMRC login credentials:



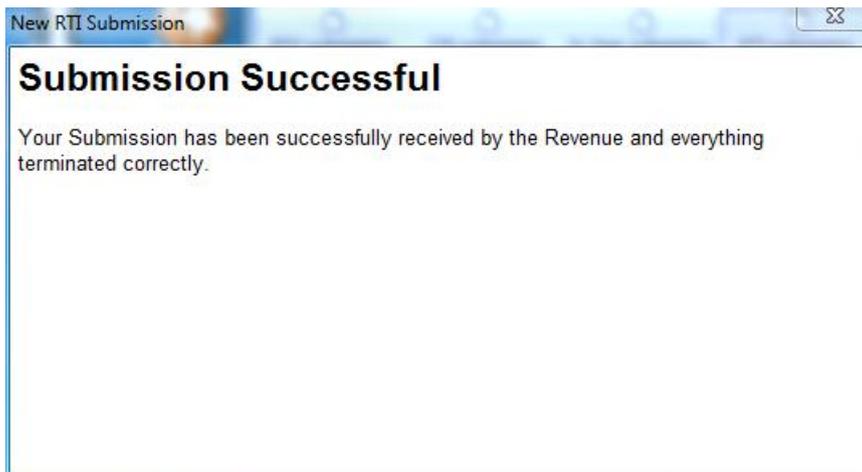
If the above submission error code 1046 message does appear, then close down E-Filing and see [Appendix 1](#) for the possible causes.

8.3.2 Successful Submission

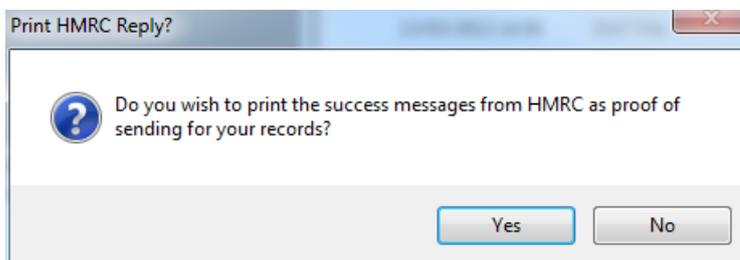
Once a submission has been successfully received and validated by HMRC you will receive a message similar to the one below:



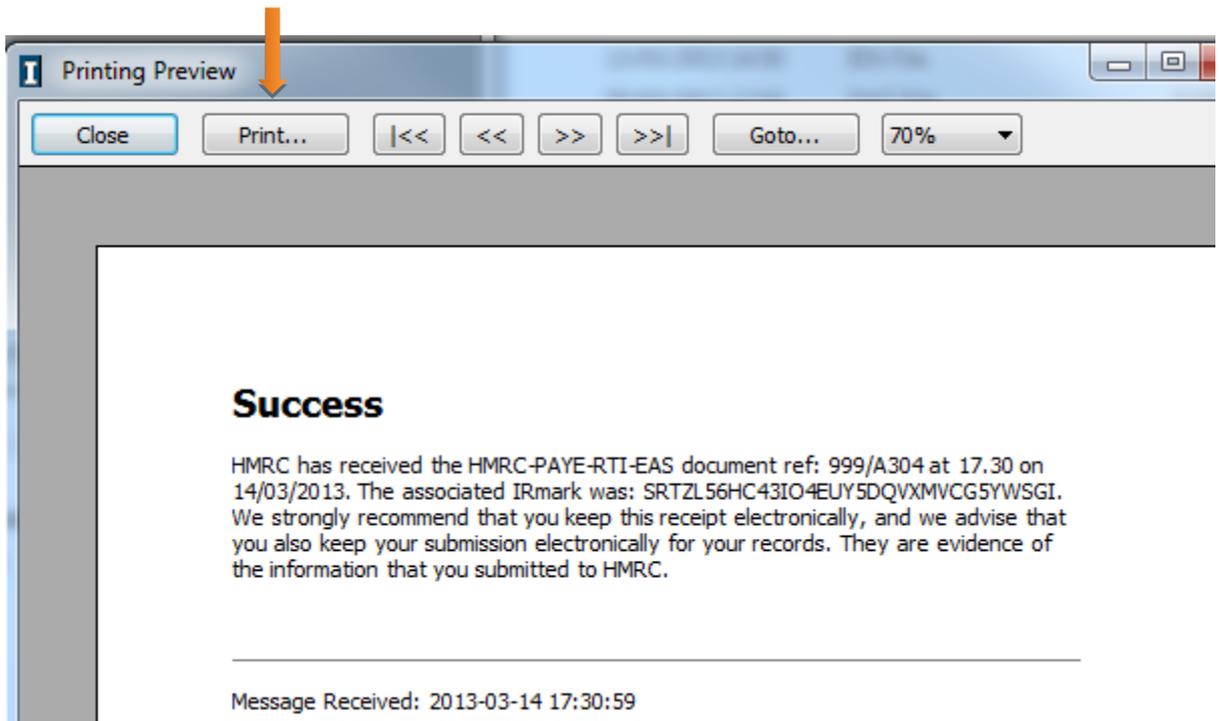
The above screen will close after a few seconds and will be followed by the screen below:



The above screen will close after a few seconds and you will be prompted to print the successful message - we would strongly recommend you select Yes:



The successful message will again appear on screen and can be printed:



8.3.3 Submission Timed-out

The message below may be received if HMRC could not, for whatever reason, complete the checks on the file you have submitted. This more likely to happen during busy periods:

Timed Out

The GovTalk Gateway has not responded within the permitted poll limit.

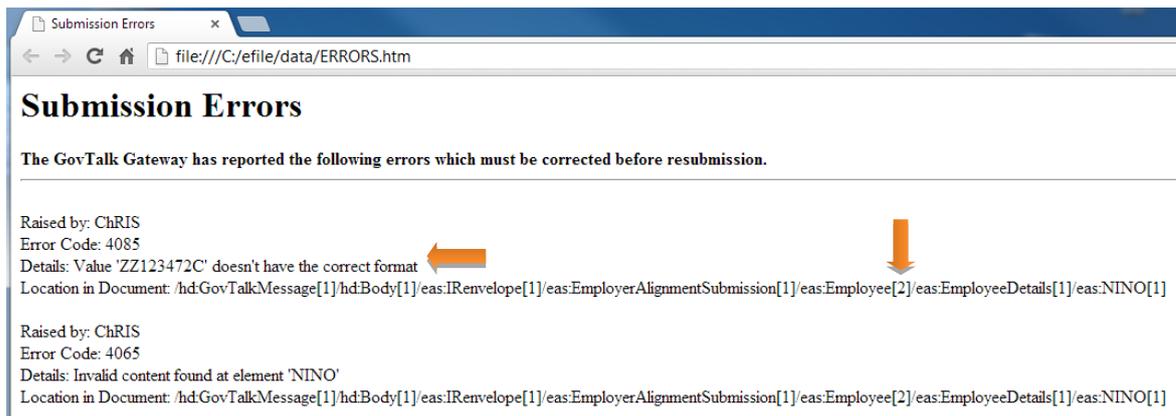
Use 'Check Submission' to see if the Submission was successful later.

This does not necessarily mean that the file submission has failed. Please see [Appendix 2](#).

8.3.4 Unsuccessful Submission

If a “Submission Errors” screen appears then the whole of the submission, no matter what the error, has been rejected from HMRC. The reason for the failure will need to be corrected in Checkbook, usually on the employee’s record card, and the EAS file re-exported from Checkbook and submitted again.

An example of a Submission Error report is shown below:



In this example above there is an invalid NI Number on the second employee. The key areas of the error are highlighted above. The NI number on this employee should be corrected in Checkbook and the EAS report for that payroll re-generated.

Please note that any error details shown at this stage are generated by HMRC and not Checkbook or E-Filing.

8.4 Generating the Full Payment Submissions (FPS)

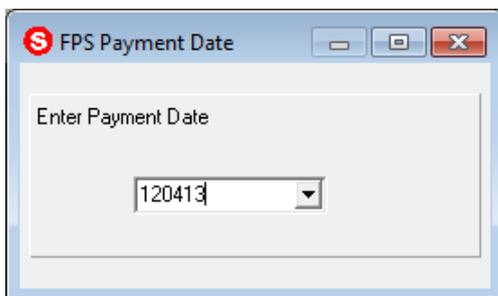
An FPS must be submitted every time a payroll is run and HMRC say they should receive the FPS on the day or before the day the employees receive their pay.

On Checkbook this should be done once the payroll is calculated and checked, but BEFORE updating into the new period.

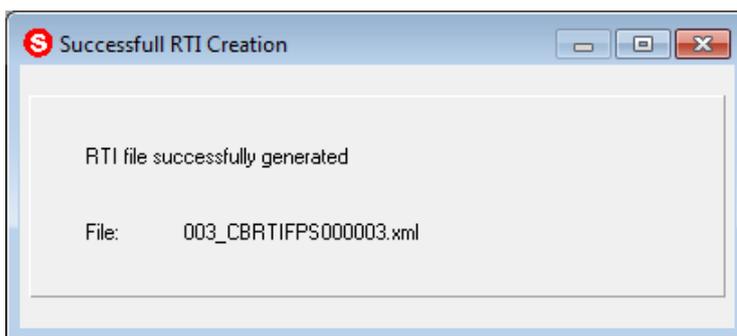
The FPS will be submitted by each payroll (either Wages or Salary) depending on which reports menu it is run from. It will include all employees paid in that payroll period.

When you are ready to generate the FPS select “RTI – FPS File” from either Reports > Wages or Reports > Salaries.

You will be asked to enter the payroll date which can be selected from the drop down calendar or can be entered in the format “ddmmyy”. For example, if your weekly payroll is paid on a Friday then your payroll payment date for week 1 of the 2013-2014 tax year will be “120413” as shown below:



Press <enter> or <F2>, the file will be generated and a message similar to the one below will be displayed and you should take a note of the file name, in particular the final number:



The file name is prefixed with the company number, 003_ in this example, and contains “CBRTIFPS” to identify this as an FPS submission type. The final number, 000003, will increase by one on every RTI submission generated.

8.5 Submitting the Full Payment Submissions (FPS) through E-Filing

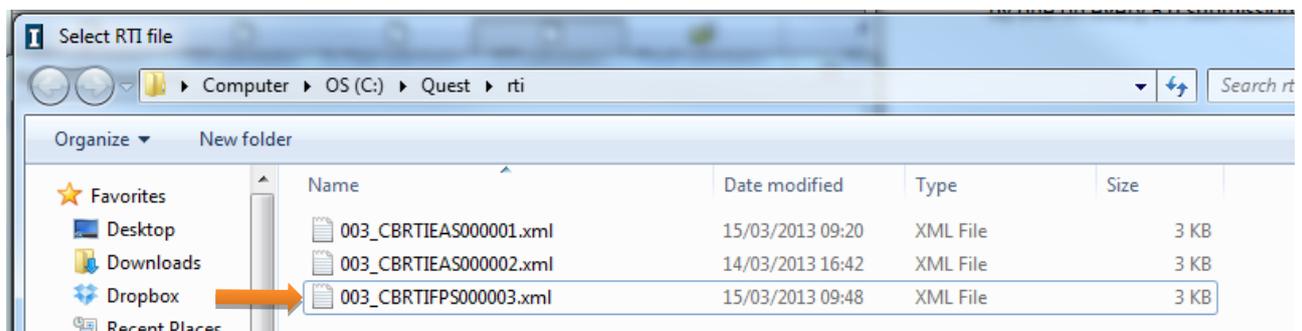
Once the FPS file has been generated as above, it should be submitted to HMRC using E-Filing version 2.30. All RTI submissions (EAS, FPS, EPS and NVR) are submitted through E-Filing.

You must have a live internet connection to be able to send your submissions to HMRC through E-Filing

It's important that you have taken a note of the file name created from Checkbook so you know which file to select for submission to submit to HMRC.

The submissions process is exactly the same as already detailed in Section [8.3](#) "Submitting the Employer Alignment Submissions through E-Filing", so this procedure should be followed. When selecting the file to submit, select the FPS file you have taken a note of from the above section.

E.g. The previous page shows file 003_CBRTIFPS000003.xml was generated so this is the file that should be selected:



Only once an FPS has been received successfully by HMRC, and the successful message printed, should you period update into the next payroll period.

8.5.1 FPS and recalculations

We would strongly advise against changing an employees pay once an FPS has been submitted for that period. We would advise that any changes to employees pay should be made in the next payroll period which is an accepted solution by HMRC.

However, if you were to change an employee's pay then another FPS needs to be generated through Checkbook, using the same date, and submitted via E-Filing. This will include all the employees on that payroll, not just the employees that have changed, and will overwrite what HMRC have already received for those employees for that period.

8.6 Employer Payment Summary (EPS)

The Employer Payment Summary is not always required unless there are recoveries, such as SMP, to be made since the last EPS (or a declaration of Future Period of inactivity or No payments in this or previous period are to be made to HMRC). For any recovered values to apply to a specific month, the EPS should be submitted before your payment to HMRC is due on the 19th of the following month.

This submission is done per tax company and is not done per payroll (i.e. not split between Wages and Salaries).

Select “RTI – EPS File” from either Reports > Wages or Reports > Salaries menu (both will generate the same submission). The following screen is displayed:

RTI EPS Report

Future period of inactivity
 N From [] To []

No payments, this/previous period
 N From [] To []

Extra Submission Info

| | | | |
|--------------------|-----|-----------------------|-----|
| SSP recovered YTD | [] | NIC comp' on SMP YTD | [] |
| SMP recovered YTD | [] | NIC comp' on DSPP YTD | [] |
| DSPP recovered YTD | [] | NIC comp' on SAP YTD | [] |
| SAP recovered YTD | [] | NIC comp' on ASPP YTD | [] |
| ASPP recovered YTD | [] | CIS deductions YTD | [] |
| | | NICs holiday YTD | [] |

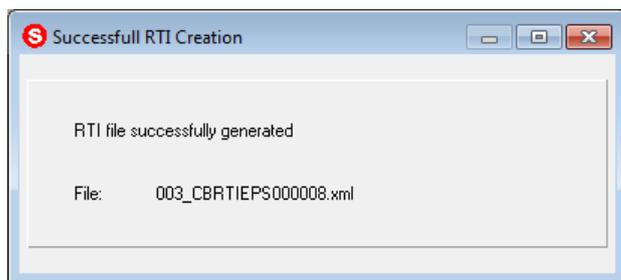
Final Submission

Values entered should be year to date values and will be retained for any future EPS generated.

If you are indicating that there have been **no payments in this or a previous period** (the period relates to one or more tax months) then the dates must be prior to today’s date and the **From** date must be the 6th of the month and the **To** must be 5th of the month. This option should only be selected if you have not submitted any FPS for the selected period because no employees were paid.

If you are indicating a **future period of inactivity** (the period relates to one or more tax months) then the dates must be after today’s date and the **From** date must be the 6th of the month and the **To** must be 5th of the month. This option should only be selected if you have not submitted any FPS for the selected period because no employees will be paid in that period.

Once the necessary values have been entered press <F2> and the file will be generated with a message shown similar to the one below:



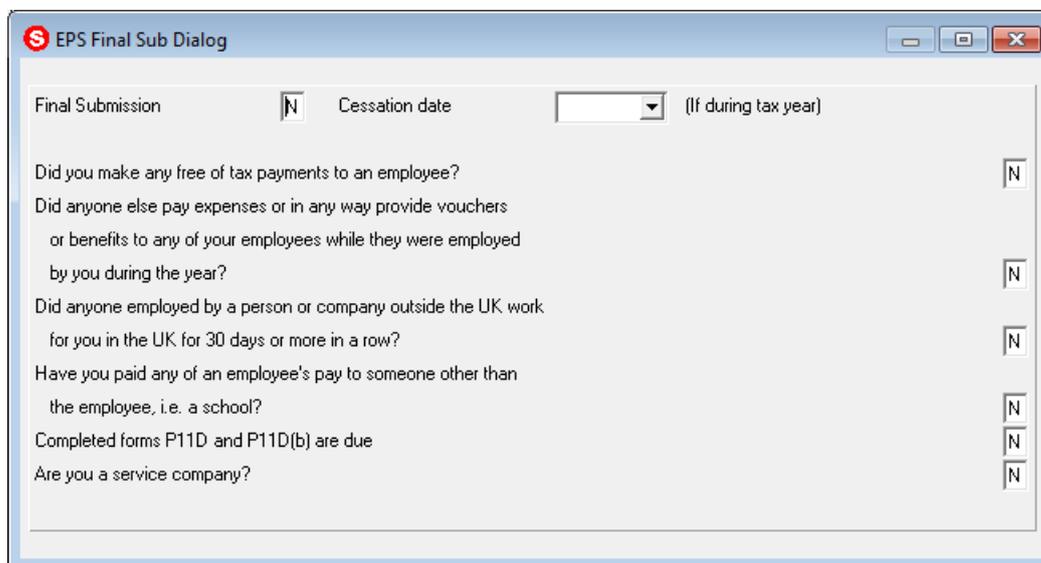
The file name is prefixed with the company number, 003_ in this example, and contains "CBRTIEPS" to identify this as an EPS submission type. The final number, 000008, will increase by one on every RTI submission generated.

8.6.1 Final EPS Submission

Only click **Final Submission** if this is the final submission for this company for the 2013-14 tax year (i.e. in April/May 2014) once all the FPS have been sent for the tax year for all payrolls.

The **Final Submission** contains a brief declaration similar to that previously done on a P35. This should also been used if the company ceased trading mid-year.

The **Final Submission** screen is shown below:



8.7 Submitting the Employer Payment Summary (EPS) through E-Filing

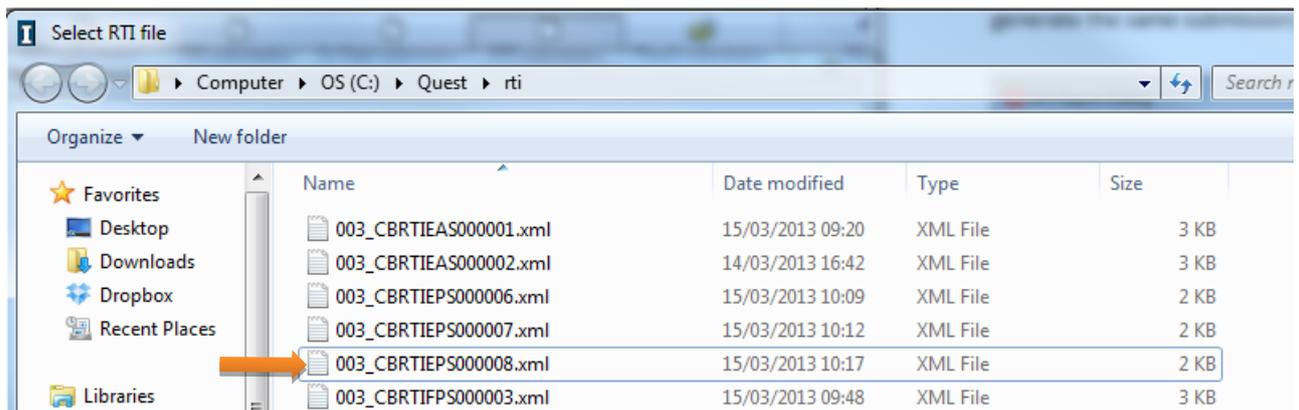
Once the EPS file has been generated as above, it should be submitted to HMRC using the E-Filing version 2.30. All RTI submissions (EAS, FPS, EPS and NVR) are submitted through E-Filing.

You must have a live internet connection to be able to send your submissions to HMRC through E-Filing

It's important that you have taken a note of the file name created from Checkbook so you know which file to select for submission to submit to HMRC.

The submission process is exactly the same as detailed in Section 8.3 "Submitting the Employer Alignment Submissions through E-Filing", so this procedure should be followed. When selecting the file to submit, select the EPS file you have taken a note of from the above section.

E.g. The previous page shows file 003_CBRTIEPS000008.xml was generated so this is the file that should be selected:

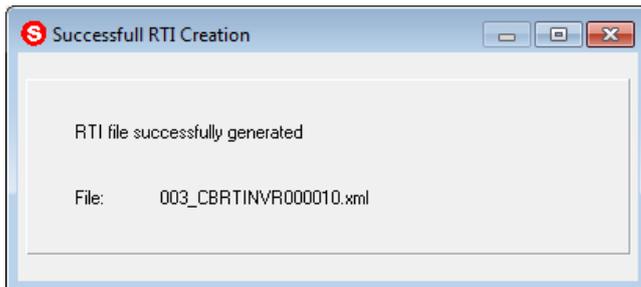


8.8 NVR (NINO Verification Request)

This is done on an individual basis from the Employee Record card in File Maintenance > Wages/Salary rather than a separate item on the menu. Only a request is submitted and nothing is received back from HMRC into Checkbook.

The “Produce NVR File” is on the “Additional Info” screen of the employee record card as shown in section [7.5.1.3](#) “Additional Info → Produce NVR File”.

Clicking this will generate the NVR file and a screen similar to the one below will be displayed:



The file name is prefixed with the company number, 003_ in this example, and contains “CBRTINVR” to identify this as an NVR submission type. The final number, 000010, will increase by one on every RTI submission generated.

8.9 Submitting the NINO Verification Request (NVR) through E-Filing

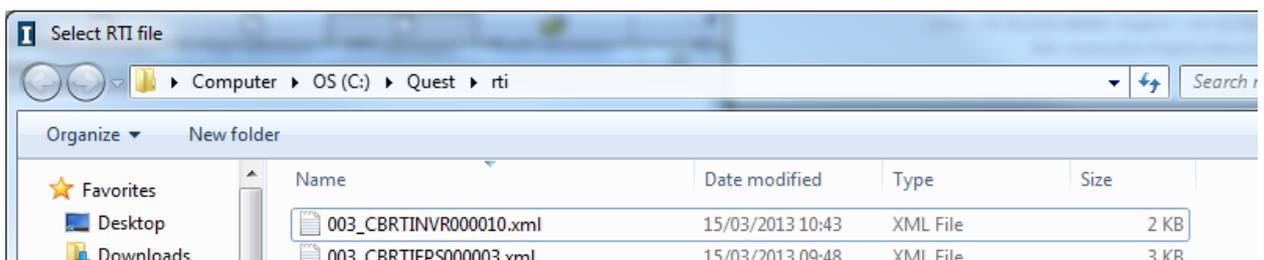
Once the NVR file has been generated as above, it should be submitted to HMRC using E-Filing version 2.30. All RTI submissions (EAS, FPS, EPS and NVR) are submitted through E-Filing.

You must have a live internet connection to be able to send your submissions to HMRC through E-Filing

It’s important that you have taken a note of the file name created from Checkbook so you know which file to select for submission to submit to HMRC.

The submission process is the same as detailed in Section [8.3](#) “Submitting the Employer Alignment Submissions through E-Filing”, so this procedure should be followed. When selecting the file to submit, select the NVR file you have taken a note of from the above.

E.g. The screen above shows file 003_CBRTINVR000010.xml was generated so this is the file that should be selected:



9 USEFUL LINKS

HMRC, **Payroll reporting is changing - operating PAYE in real time**. Available at: <http://www.hmrc.gov.uk/rti/index.htm>

HMRC, **Real Time Information An Overview - On YouTube**. Available at: http://www.youtube.com/watch?v=P1vpj7D_BsU

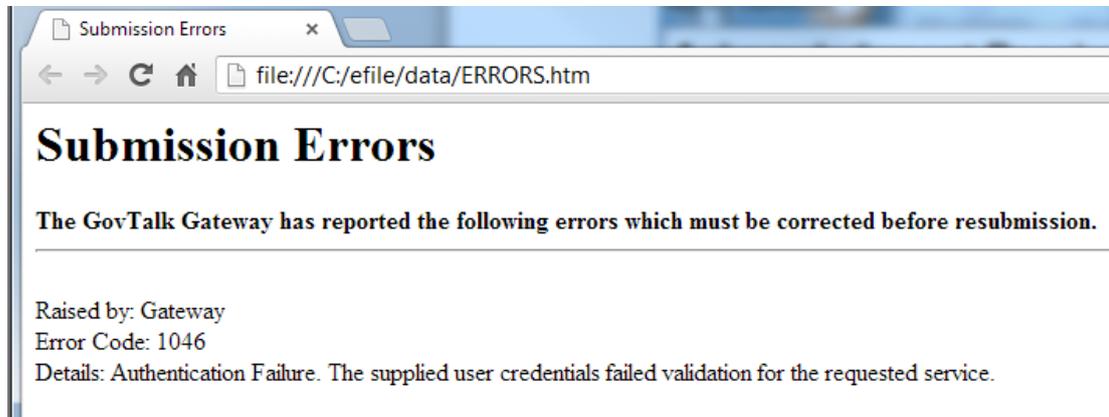
Improving your payroll data. Available at: www.hmrc.gov.uk/rti/dip/index.htm

HMRC, **Operating PAYE in real time**. Available at: <http://www.hmrc.gov.uk/payerti/index.htm>

Integrity, **Checkbook RTI Knowledge Centre**. Available at: <http://www.integrity-software.net/checkbook-rti/overview/>

APPENDIX 1 – AUTHENTICATION FAILURE MESSAGE

The following screen shows an example of an “Authentication Failure” message:



This message is received if your HMRC details entered in Checkbook don't match the details that held by HMRC for your company.

The details checked at this stage are:

- HMRC ID
- HMRC Password
- Tax Office Number & Tax Office Reference
- If this company is registered to perform online submissions

Since neither Checkbook nor E-Filing knows the ID or Password information supplied to the company by HMRC, the export File may have passed validation in both Checkbook and the E-Filing, but be rejected by HMRC because they do not recognise the information you have supplied to identify your submission.

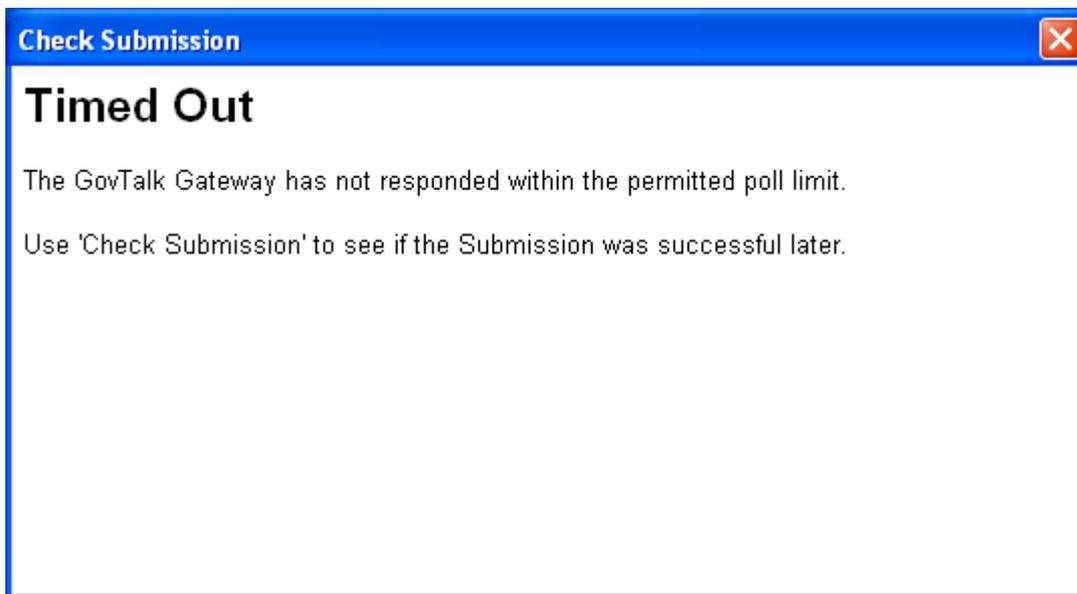
You should check that the HMRC ID and Password has been entered correctly in the RTI Login screen (see section [7.1](#) “File Maintenance → Company → Basic Details → RTI Login”) and the PAYE reference is entered correct in PAYE Details (see section [7.3](#) “File Maintenance → PAYE Details”).

Once these details have been corrected the RTI submission file needs to be exported from Checkbook again and the export file name noted.

Once a new export file is produced you should attempt a new RTI Submission.

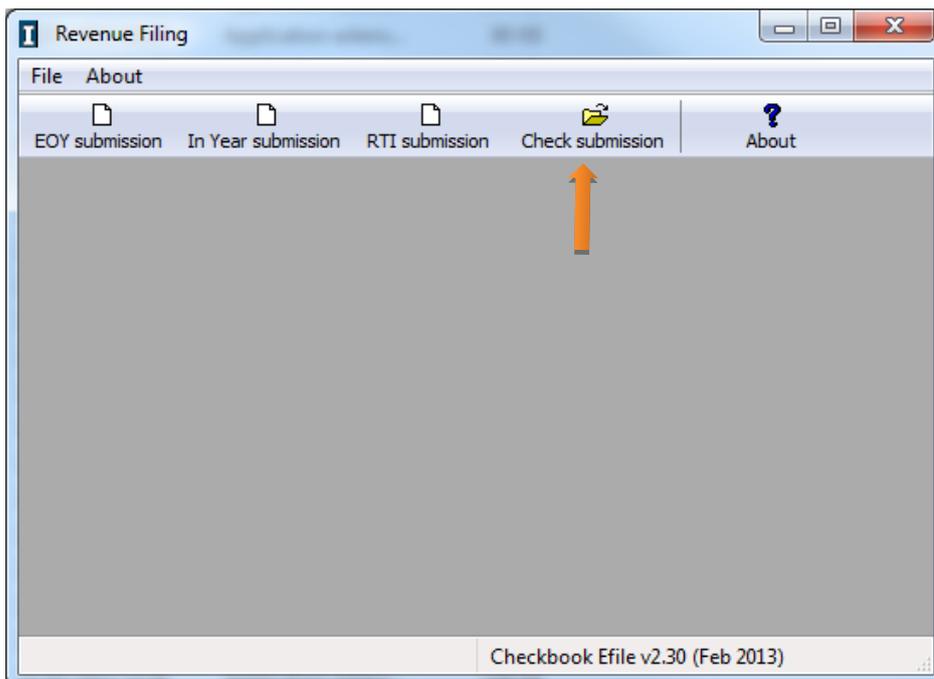
APPENDIX 2 – TIMED OUT MESSAGES FROM HMRC / CHECK SUBMISSION

The message below may be received if HMRC could not, for whatever reason, complete the checks on the file you have submitted:

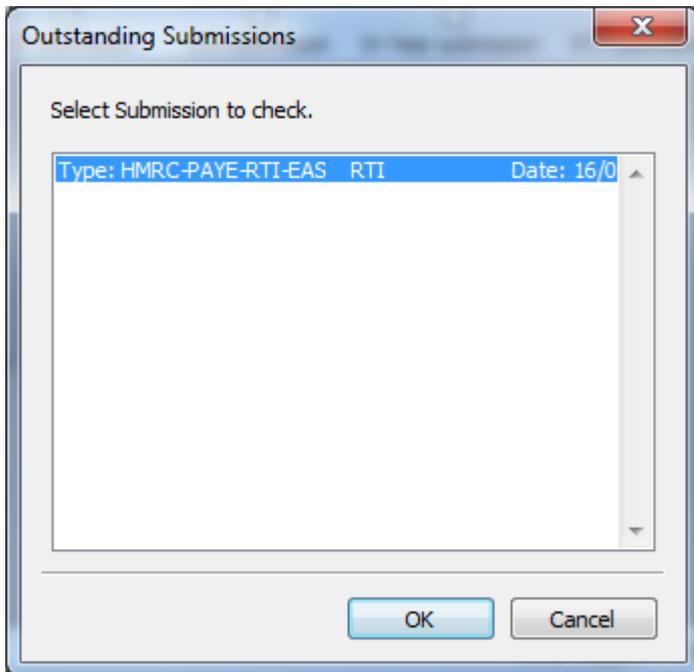


This does not necessarily mean that the file has failed submission, and 'Check Submission' should be used at a later time to continue the submission of this file. There is no need to re-export the file from Checkbook at this stage.

Open E-Filing and click the "Check submission" option:



Any outstanding submissions will be in a shown screen similar to the one below:



Click on the submission that had previously timed-out and click 'OK' and the submission to HMRC will be attempted again. The screens displayed will be similar to those already shown in Section [8.3](#) "Submitting the Employer Alignment Submissions through E-Filing".

If the submission still returns a "Timed Out" message then it should be re-attempted, perhaps during a quieter period.

Once the submission is received by HMRC, either successfully or they reject the file because of submissions errors, then the file will be removed from the 'Check Submission'. Please note that if the file was rejected with a submission error then the error will need to be corrected in Checkbook and the file re-generated.

If there are no outstanding submissions then clicking the 'Check Submission' option in E-Filing will show the following message:

