

GET YOUR BUSINESS READY FOR PAYE MODERNISATION & REAL TIME REPORTING

Don't Leave It Until The 1st January 2019 Deadline

Call or visit our website to book
your free PAYE & Payroll Review

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REMEMBER TO...

- ✔ **Update** your employee list
- ✔ **Issue** P45's to those no longer in your employment
- ✔ **Encourage** all employees to set-up on MyAccount with Revenue
- ✔ **Check** that all active employees are registered with Revenue
- ✔ **Ensure** you have the correct Personal Public Service (PPS) number for all your employees
- ✔ **Check** you have an up-to-date Tax Credit Certificate for all employees
- ✔ **Accurately calculate** Benefit in Kind and Employee Entitlements
- ✔ **Put** controls in place to ensure employee benefits/notional pay are accurately calculated
- ✔ **All payroll** must be paid in real time
- ✔ **Be aware** of your current end-of-year obligations as an employer



AVOID...

- ✘ Net pay arrangements with employees
- ✘ Incomplete, inaccurate or late returns as these may result in interest, penalties and/or a potential audit
- ✘ The end of year P35 'tidy up' - from 1st January 2019 it will no longer be possible