



Need help?

For online guidance from
HM Revenue & Customs
go to
hmrc.gov.uk/rti

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Getting your business ready for PAYE Real Time Information

From April 2013 there will be a new way to report PAYE information in real time: Real Time Information – or RTI.

PAYE itself will not change – just the way, and how often, you send PAYE details to HMRC.

Instead of sending all PAYE details in one go, at the end of the year, from April 2013 you (or your accountant, bookkeeper or payroll bureau) will have to:

- send details **every time a payment is made, at the time it is made**
- use payroll software to **send the details electronically as part of your routine payroll process.**

You will have to start sending PAYE in real time from April 2013, unless we notify you of a different date.

Why we are introducing PAYE Real Time Information

We are introducing PAYE RTI for two important reasons:

1. It will improve the operation of PAYE for employers, HMRC and employees.
2. It will also provide accurate records on wages and tax for the forthcoming Universal Credit, so eligible employees will get the right amount of benefits.

What you need to do

Read the enclosed helpsheet. It tells you what you need to do to get ready for RTI.

Don't put it off – start getting ready now for April 2013.

Please go to **hmrc.gov.uk/rti** for more details including information about Universal Credit.

Getting your business ready for PAYE Real Time Information

Stage 1: Do you run your own payroll system?

YES

Do you use payroll software to calculate and submit your employees' PAYE information?

NO

Your PAYE information will need to be sent to HMRC online - every time a payment is made - using PAYE RTI-enabled software

You can do this using commercial payroll software

or

You can use a payroll service provider, such as an accountant or a payroll bureau, who will do it for you

or

If you have 9 or fewer employees you can use some of the free payroll packages available, including HMRC's free Basic PAYE Tools

Go to hmrc.gov.uk/rti for a list of payroll options

YES

You will need to update your payroll software to an RTI-enabled package

You must check your software provider's website or contact them to find out when your current package will be updated

If you use HMRC's Basic PAYE Tools, this will be updated for RTI in February 2013. Go to hmrc.gov.uk/rti for more details

NO

If you use someone outside your business to run your payroll, such as a payroll bureau, accountant or book keeper, talk to them now about the service they will provide for you in future, and ask what you need to do to get ready for RTI

Stage 2: Check all your employees' details

To get ready for RTI, you'll need up-to-date details for **ALL** your employees - including temporary and casual workers and employees paid below the National Insurance Lower Earnings Limit.

Go to hmrc.gov.uk/rti where you can find more information about getting ready, including the new data you will need to provide about your employees

RTI starts in April 2013. Get ready **now**

For more information, or to register for email alerts, go to hmrc.gov.uk/rti