TAX YEAR END CHECKLIST

The end of the financial year is one of the most stressful times for payroll teams trying to meet reporting and compliance to bring their organisations into the next tax year. There's an awful lot to get through and manual processes make things even worse.

Here's our top tips to help you find efficiencies and deliver a smooth tax year end process!

1. **Check employee details**

   Make sure all employee details are accurate, including names, addresses, National Insurance numbers, and tax codes. Check new starter and leaver details are up to date.

2. **Annual leave**

   Make sure all employees have taken their annual leave entitlement for the year, and that any unused leave has been accounted for.

3. **Year-end adjustments**

   Make any necessary year-end adjustments to employee pay, including bonuses, expenses and other one-off payments including tax contributions.

   Top tip: Robust data validation checks and data entry procedures within your payroll software help to ensure the accuracy of data and reduce time fixing errors.

4. **Process your final payroll run**

   Check your dates as your payroll might not end on week 52 if you run weekly payrolls or if your usual date falls on 5th April. Then send your final FPS and EPS.

   Top tip: Avoiding errors that require retrospective adjustments is key or you risk having to submit additional FPSs and EPSs.

5. **Process year end**

   Choose the tax year you want to complete and submit your final EPS, which must include the end of year declaration.

6. **Produce P60s**

   These are issued to employees who were working for you on the last day of the tax year (5 April) and should be given to them by 31 May.

   Top tip: Automate this through your payroll software to store in a secure place.

7. **P11D submissions**

   If you have provided any benefits or expenses to employees, you will need to complete P11Ds and submit them to HMRC.

8. **Communication**

   Communicate with employees about any changes or updates to the payroll process or their tax codes and P60s to reduce confusion and queries.

9. **Reporting**

   Create detailed reports that can be easily audited.

   Top tip: The best payroll software will help make it easy to drill down and visualise your data so you can easily report across your business.

10. **Consider new software**

    Integrated HR, payroll and finance systems will streamline year-end processing for payroll and finance teams. With a single source of data to report from and a reduction in repetitive data entry, you'll have quicker and more accurate processing for next year!