

Year-end Check List

Use this checklist if you plan to send your final submissions before you start running payrolls in the 2020/2021 tax year.

Company name

Completed by

Date

1

Complete payrolls up to the end of 2019/2020

2

Issue outstanding **P45s** for 2019/2020

3

Check year-to-date NI for Directors if you started using Earnie™ part way through the tax year

4

Back up your 2019/2020 data. Use the space below to keep a record of where you saved it and when you did this:

Back-up details:

Location / Filename

Date / Time

5

Submit your **FPS**. If an **EPS** is NOT required for March, tick **Final Submission for Year**

6

Submit your **Final Employer Payment Summary for Year**, if required, to HMRC (Tick **Final Employer Payment Summary for Tax Year**)

7

Print or publish **P60s** and give to your employees by 31st May 2020

8

From the **Year-end** menu run the **Year-end Restart**

9

If your company newly qualifies as a small employer, tick the **Small Employer Relief** box

10

Reselect any reports you use regularly (unless they are bespoke)

11

Make sure you know about changes to the software and payroll legislation – click on **Help** and select **Update Notes**

Find out more at www.farmplan.co.uk

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