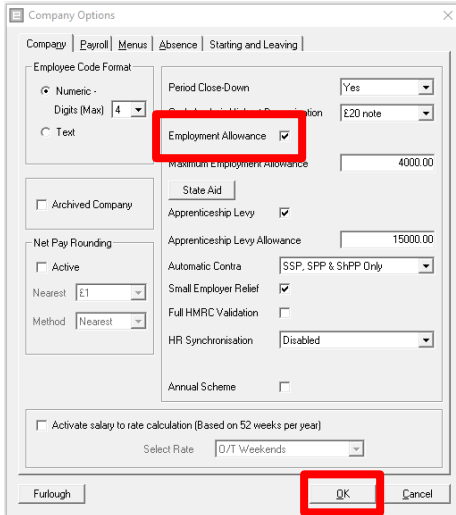


## How to claim Employment Allowance

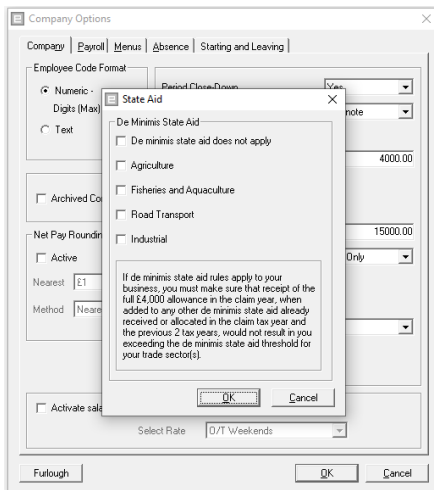
Before making any changes, take a backup of your data.

Click on **Company > Alter Company Options**, the following window will appear:



The screenshot shows the 'Company Options' window with the following settings: Employee Code Format (Numeric, 4 digits), Period Close-Down (Yes), £20 note (selected), Employment Allowance (checked), Minimum Employment Allowance (4000.00), State Aid (checkbox), Apprenticeship Levy (checked), Apprenticeship Levy Allowance (15000.00), Automatic Contra (SSP, SPP & ShPP Only), Small Employer Relief (checked), Full HMRC Validation (unchecked), HR Synchronisation (Disabled), Annual Scheme (unchecked), and Activate salary to rate calculation (unchecked). The 'OK' button is highlighted with a red box.

Ensure the 'Employment Allowance' box is ticked and click **OK**.



The screenshot shows the 'Company Options' window with the 'State Aid' dialog box open. The 'De Minimis State Aid' section has checkboxes for Agriculture, Fisheries and Aquaculture, Road Transport, and Industrial. The 'OK' button in the 'State Aid' dialog is highlighted with a red box.

When you have ticked for employment allowance it will ask you to set your De Minimis State Aid. Employment Allowance is State Aid so you need to select your sector.

Process your Month End as normal and say Yes to 'Perform Month End Processing'. You will then be prompted to send an 'Employer Payment Summary'. Alternatively you can send an Employer Payment Summary by going to **Online services > Send Employer Payment Summary** and the following window will appear:

Employer Payment Summary 2018/2019

This is the first Employer Payment Summary

Submission  
 Month: **April** (highlighted in red) | Submission Type: Live

Period Information

No Employees Paid In Current Month:   
 Date From: / / | Date To: / /

No Employees Will Be Paid In Future Months:   
 Date From: / / | Date To: / /

Employment Allowance:

Final Payment For Year  
 Final Employer Payment Summary for Tax Year:   
 Date Scheme Ceased: \_\_\_\_\_

Buttons: Pending, Close, Next

Ensure that April is selected as the Month and click **Next** to go to the following window.


Employer Payment Summary April 2018/2019 Live Submission

Month	Date Sent	SMP Rec	SMP Comp	SPP Rec	SPP Comp	ShPP Rec	ShPP Comp	SAP Rec	SAP Comp	CIS Suf	App. Lev
<b>Current Month</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
April		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May											
June											
July											
August											
September											
October											
November											
December											
January											
February											
March											

Buttons: Print, Save, Close, Back, **Next** (highlighted in red)

Ensure all totals displayed are correct. If they are all reading zero, the following message will appear:

Zero YTD Values

 You are about to submit year to-date values to HMRC that are all zero. Is this correct?

Buttons: **Yes** (highlighted in red), No

If this is correct, click **Yes** and then click **Next** to continue to the following screen:

Employer Payment Submission April 2018/2019 Live

Year to Date Values

SMP Recovered	0.00	ShPP Recovered	0.00
SMP Compensation	0.00	ShPP Compensation	0.00
SPP Recovered	0.00	SAP Recovered	0.00
SPP Compensation	0.00	SAP Compensation	0.00
CIS Deductions Suffered	0.00	Emp. Allowance	96.21
Apprenticeship Levy	0.00	App. Levy Allowance	15000.00

Submission Options

Final Employer Payment Summary For Tax Year     Final Employer Payment Summary Scheme Ceased

No Employees Paid In Current Month     No Employees Will Be Paid In Future Months

Confirmation

Please confirm that these are the correct values for the 2018/2019 April Employer Payment Summary submission to the Live site. Click Send to submit the data to HMRC or Back to amend the values.

Print    Close    Back    **Send**

Click **Send** - you will only need to do this once; this will alert HMRC that you will be claiming the allowance.