

Deadline for Employee Share Plans 2015/16

The annual return for employee share plans or agreements is due to be submitted to HMRC by 6 July 2016. The return must be filed online, which means that employers must first register for HMRC's Employment Related Securities (ERS) Service online and also register each share scheme or arrangement. Where no transaction has taken place during the year, a nil return must be submitted to avoid penalties.

Events which are required to be reported on the annual share scheme return include the acquisition (or event treated as an acquisition) of securities, an interest in securities or a securities option pursuant to a right or opportunity available by reason of the employment of the person acquiring the securities, interest, option or right.

Harrison Clark Rickerbys can provide advice on reportable events along with assistance for both the registration of the ERS Service and the submission of returns. Alternatively, we can be registered as your agent and complete and file the return on your behalf.

HMRC's complex online systems were underprepared for the filing of annual returns last year and, due to a crash in their systems, it is estimated that approximately 3,000 returns remain outstanding. If this could be you, please contact us as soon as possible to avoid further penalties accruing.

In HMRC Employment Related Securities Bulletin No 22 released in April 2016, it was confirmed that HMRC will no longer respond to any requests for copies or confirmations of annual returns filed online so that it is essential that you take copies of certain pages during the filing process for your records.

The responsible person (normally the employer, but also including the person from whom securities or options were acquired) will be liable to penalties if the return is not filed by 6th July 2016. The penalties due will be as follows:

Lateness	Penalty
1 Day	£100
3 Months	£300
6 Months	£300
9 Months	£10 per day

Penalties of up to £5,000 may also be applied if an annual return contains a material inaccuracy. Avoid penalties and contact us as soon as possible.