

Payroll year end

Need some reassurance that you've completed all the required steps for payroll year end? Use our checklist to tick off each stage.

1

Prepare for year end

- Register with Revenue Online Service (ROS)
- Check if you have a week 53
- Process leavers
- Process the remaining pay runs of 2017 as usual

2

Run the year end

- Review your employees' pay
- Generate the P35 file for upload to Revenue
- Produce your employees' P60s
- Well done, you've **completed** your year end process for 2017

3

Get ready for the new tax year

- Update your employees' P2C tax credit allowances
- Process your first pay run of 2018
- Submit P35 file to Revenue by **23 February**
- Give out P60s by **15 February**

For more support with payroll year end, visit

www.sageone.ie/support