

Payroll Year End Checklist

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Prepare for the Payroll Year End

**It is important that you stay on top of your payroll, and a key element of doing so is to prepare for the payroll year end.**

**The key to a successful payroll year end is to report on the previous tax year to HMRC and prepare for the new tax year, making sure that you provide P60s to your employees.**

**Below are some steps that need to be followed in order to do what is required to keep on top of your payroll.**

Payroll Year End Checklist

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|  | Prepare P60s for all employees who work for you on the final day of the tax year (5th April).  |
|  | Confirm when your payroll ends. Most companies will run on the standard 52-week year, but if your pay date falls on 5th April, you may need to consider a week 53. Read more about this [here](https://www.gov.uk/payroll-annual-reporting/send-your-final-payroll-report).  |
|  | Process any leavers, including the disposal of job applications and CVs. This needs to be done before submitting your [Full Payment Submissions](https://www.gov.uk/running-payroll/reporting-to-hmrc) (FPS) and [Employer Payment Summary](https://www.gov.uk/running-payroll/reporting-to-hmrc-eps) (EPS).  |
|  | Send your final FPS and, if necessary, EPS. |

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|  | Process your year end and make your final submission for the current tax year.  |
|  | Send out your P60s. This must be done by 31st May. |
|  | Update your employee payroll records and your payroll software.  |
|  | Gather information for P11Ds for submission to HMRC. |
|  | Ensure that staff have used their holiday allowance.  |
|  | Review company policies and procedures, ensuring that they are all up-to-date.  |
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hello@staffsquared.com

0800 033 7569