



Quick guide to PAYE

Introduction

The Pay As You Earn (PAYE) scheme was introduced in 1943 to collect tax from salaries and wages at source.

The scheme is operated by the employer who must calculate the amount of tax on each payslip and pay it to HMRC.

An employer must register for PAYE with HMRC. The employer is given a unique reference number that must be quoted by the employer and employees in any correspondence with HMRC.

If the scheme is operated properly, PAYE will ensure that the correct amount of tax is collected. The employee will often not need to complete a tax return or have any direct dealings with HMRC at all.

PAYE must be operated for all employees. It is not possible for an employer and employee to agree not to operate PAYE.

Employees includes directors of companies. All their remuneration must be taxed through the PAYE system. However sole traders and partners in a partnership are not taxed through a PAYE payroll.

For PAYE purposes, office holders are also regarded as employees. So PAYE must be operated for councillors, vicars, policemen, soldiers and other office holders.

PAYE calendar

For historic reasons explained in another article, the tax year runs from 6 April in one year to 5 April in the next.

The year is divided into tax months which run from 6th of the calendar month to 5th in the next month. So 6 April to 5 May is month 1; 6 May to 5 June is month 2 and so on. These tax months are used for monthly paid staff and for the payment of PAYE to HMRC.

The year is also divided into tax weeks for weekly paid staff. Week 1 runs from 6 April to 12 April. Week 2 from 13 April to 19 April and so on. Week 52 ends on 4 April (or 3 April in a leap year). If a payslip is paid on that day, a special week 53 procedure is used.

Tax code

The heart of the PAYE system is the tax code.

Paye Guide

Daniel F McAuley

Paye Guide:

New Zealand Master Bookkeepers Guide Stephen J Marsden,2013-07-01 This practical guide covers not only bookkeeping essentials but also a range of accounting and taxation issues that bookkeepers need to be aware of when dealing with their clients and their accountants It has a very practical approach with numerous worked examples diagrams checklists tables and FAQs Adapted for New Zealand from the popular Australian edition by Stephen Marsden this book is an invaluable resource for bookkeepers accounting technicians and accountants British Master Tax Guide ,1997 **Guide de l'étranger dans Paris et ses environs (etc.)** ,1875 **Guide du voyageur en Europe France, Belgique, Hollande, Iles britanniques, Allemagne, Danemark, Suède, Norvège, Russie, Suisse, Savoie, Italie, Malte, Grèce, Turquie d'Europe, Espagne, Portugal publié sous la direction de M. Adolphe Joanne Adolphe Joanne,1860* **Guide de l'étranger dans Paris et ses environs** ,1876 *Guide de l'étranger dans Paris et ses environs* Paris (France). Hôtel du Louvre,1876 **A Guide to the U. K. Insurance Industry** Price Waterhouse (Firm),1990-07-20 **Tolley's Employer's Pay and Benefits Manual** Duncan Groves,Nigel A. Eastaway,Teresa Payne,1998-11-02 This work provides practical guidance to employers and payroll managers in order to protect prepare and guide them in relation to accounting for tax and National Insurance contributions during the tax year and reporting and qualifying certain expenses and non cash benefits after the year end Thoroughly revised in 2012 the subject matter includes An A to Z of benefits and expenses allowing the book to be used as a day to day reference guide on tax and NICs treatment of common benefits and expenses General and specific aspects of benefits and expenses including administration recording and reporting of details and obtaining dispensations from HMRC Compliance with income tax and National Insurance requirements on benefits and expenses issues Preparing for conducting and settling HMRC audits of employers pay and benefits systems Selected extracts from HMRC Manuals as well as relevant Statements of Practice Extra Statutory Concessions and Codes of Practice Comprehensive tables of rates including tax NI authorised mileage rates and official rates of interest etc Essential guidance and assistance for the busy personnel manager tax manager finance director and payroll manager Four updates per year invoiced separately**

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