



**EKWGROUP**

SINCE 1935

# DATA MATTERS

## YOUR PAYROLL SUBMISSIONS

The RTI payroll data you submit plays a critical role in keeping your employees' tax and National Insurance records up to date. Accurate information, sent on time, helps us match your payroll submissions to the correct record. You should always submit your data to HMRC on or before your employee's payday. If you file your submissions after payday and your employees are receiving universal credit, they may not receive the amount they were expecting, potentially causing cash-flow difficulties for them.

### HMRC IS STRIVING TO MAKE TAX DIGITAL.



This means your employees will expect to see what you pay them reflected in their personal tax accounts in real time. Payroll errors and late payroll can lead to increased and unnecessary contact for you from government departments and your employees.

#### **You can avoid these issues by taking the following steps:**

- ✓ Submit your payroll on or before your employees payday
- ✓ Record all employees on your payroll submission, including those who earn less than the lower earnings limit
- ✓ Submit accurate and up to date employee information. This includes full name, date of birth, National Insurance number & address
- ✓ Ensure you provide leaving dates for employees who leave your employment
- ✓ Check for success or rejection messages following your submission. Make sure you re-send your information if you need to
- ✓ If you make internal changes such as updating payroll IDs, following a change to your payroll software, for example, make sure you complete all relevant fields. (You may need to confirm with your old provider that there were no payroll IDs built into their software)

#### **CONTACT US**

At EKW Group, we make it our aim to take away the burden of managing payroll.

If you would like our assistance with payroll, please don't hesitate to get in touch.

**01942 816 512**

**[info@ekwgroup.co.uk](mailto:info@ekwgroup.co.uk)**