

# P11D AND END OF YEAR PROCEDURES



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## Objectives

The course fully reviews recent changes and developments relating to the subject of P9D and P11Ds together with the associated problems and penalties.

If you are an accountant in practice or work in the industry, payroll or are involved in the provision of benefits or expenses to your own or someone else's employees you will profit from this update.

## Who will benefit

Partners and managers in practice who have clients with PAYE schemes and provide benefits. Company accountants, finance directors, company secretaries and payroll managers.

## Duration – 3 hours

## Content

- Completion of P9D and P11D
- Tax and NIC free benefits
- The use of working sheets
- Benefit calculations and the requirement for the employer to calculate them
- Providing information to employers
- Providing information to third parties who have been entertained or who have been given benefits
- Changes to extra-statutory concessions
- Changes car and other travel benefits
- Impact on NICs:
  - Class 1
  - Class 1A
  - Class 1B
- Time limits and penalties
- P14s, P60s and P35 completion errors
- Asylum and immigration compliance

## Presenter – Keith Cossey MB IPM