



As the 2024/25 tax year comes to an end, employers must ensure all payroll obligations are met to comply with HMRC's reporting deadlines. Below are the key deadlines for closing down the payroll process and reporting benefits for the year ending 5 April 2025.

## April 2025

- 5 April: The 2024/25 tax year ends.
- 19 April: Deadline to submit the final Full Payment Submission (FPS) for 2024/25. If no more payments will be made in the tax year, ensure the final FPS is marked as the last submission.
- 22 April: Deadline for paying any PAYE and National Insurance (NI) due for March 2025 (electronic payments).

## May 2025

- 31 May: Employers must provide employees with their P60s. This summarises total earnings and deductions for the 2024-25 tax year.

## July 2025

- 6 July: Deadline to report employee benefits and expenses via P11D forms. A P11D(b) must also be submitted to declare Class 1A National Insurance due on benefits.
- 22 July: Deadline for electronic payment of Class 1A National Insurance on benefits reported in P11Ds.

Failure to meet these deadlines may result in penalties from HMRC. Employers should ensure payroll software is updated, and reconciliations are completed promptly.

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If closing payroll permanently, inform HMRC by submitting a final Employer Payment Summary (EPS). For further guidance, visit GOV.UK or consult your payroll provider.

### **Advance warning – mandating the reporting of benefits in kind**

Most Benefits in Kind (BiKs), Income Tax and Class 1A NICs will need to be reported to HMRC via PAYE through Real Time Information (RTI) from April 2026.

Employment related loans and accommodation will be mandated to be reported in this way at a later date, however, employers will be given the opportunity to payroll these BiKs on a voluntary basis from April 2026.

The reporting process for BiKs will be through the Full Payment Submission (FPS). This is the same process employers currently use to report salary and other employee details to HMRC.

### **We can help**

If you need assistance with any of these reporting obligations please call us on **01753 888 211** or email [info@nhllp.com](mailto:info@nhllp.com). We are here to help.