



## PAYROLL CHANGES APRIL 2013 – 'REAL TIME INFORMATION' SUBMISSION (RTI)

Secretary At Work: December 2012

If you manage your company payroll services or outsource them to another company (eg your accountant), you need to be ready for the new HMRC legislation that comes into effect next April.

### Why?

From April 2013, all companies operating their payroll will need to submit a 'Real Time Information' submission (RTI) with each payroll run.

### What does this mean for me?

This may require

1. **Software updates** on your system eg Sage Payroll. Check that this is covered as part of a support agreement. Other companies will offer to run a check for you for a small fee.
2. If you **outsource your payroll**, that company will manage the process for you.
3. Either way, **thorough checking of your employees' records** is essential for up-to-date and accurate details.

See: <http://www.hmrc.gov.uk/rti/index.htm>

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