



# Issues that will affect your business

In particular there are two issues that currently affect all businesses that have employees - auto-enrolment for staff into qualifying pension schemes and secondly, the new rules concerning the reporting of payroll information.

We would like to invite you to our free seminar which will cover these issues and give you the opportunity to talk through your particular circumstances.

Specialists from our own team will present the seminar on:

**15 February 2013**

**Park House, Cairndale Hotel, English Street, Dumfries DG1 2DF**

The event will be run in two sessions, so please indicate your preference from the following:

**8.30 – 10.00 (to include a light breakfast)**

**12.00 – 13.30 (to include a light lunch)**

Please RSVP by **Monday 4 February** by contacting Karen on **01387 955900** or email [karen.chandler@armstrongwatson.co.uk](mailto:karen.chandler@armstrongwatson.co.uk)

[www.armstrongwatson.co.uk](http://www.armstrongwatson.co.uk)

## **Real Time Information (RTI)**

**Brian Stenhouse, Director – Group Payroll Services**

A significant change to the way virtually all employers will have to report payroll information to HMRC becomes mandatory from April 2013. This will also affect the payroll processing procedures and internal data flow.

Employers will be expected to submit electronic files containing payroll data, including all year to date figures, starter and leaver information to HMRC on or before each payday and an additional file containing details of PAYE adjustments will also be required. Manual payrolls will no longer be an option.

Even payrolls with just one employee will be required to comply, and if the bulk of your employees are paid below the NIC thresholds, if you have just one employee paid above these thresholds, then you will have to report on all employees.

**Non compliance will result in penalties.**

## **Automatic enrolment into pensions 2012 - actions for employers**

**Ainslie Cowie – Financial Planning Consultant**

The recent legislative changes around work place pensions under the 2012 Workplace Pension Reform effect all employers.

Moving forward, there is a requirement for employers to automatically enrol the majority of employees into a suitable pension scheme and for both the employer and employee to contribute.

Whilst the date you have to comply with the new legislation will be decided based upon the number of people you employ, it is essential that you gain a full understanding of the new requirements.

Given there is likely to be a significant cost impact for the majority of employers through mandatory employer contributions and financial penalties for non compliance, it is important that you start planning now.

