

TAX

Donut

Key 2016/17 tax year dates for small businesses

A list of key dates by which HMRC or Companies House should receive payments and forms.

Apr

Submit final full payment and/or employer payment summary on or before the final pay period for the tax year ending 5 April.

6 New tax year starts. Also when key tax rate and rule changes can come into effect.

31 Daily £10 penalties (up to 90-day max) for not filing self-assessment tax returns for year ending 5 April 2015.



Also: **23** St George's Day • **24** London Marathon

May

3 Send P46 (Car) for quarter ending 5 April 2016 to HMRC if your company car use has changed.

31 Give each of your employees a P60.

Also: **2** Bank Holiday • **21** FA Cup final • **28** Champions League final • **30** Bank Holiday



Jul

5 Agree with HMRC terms of any PAYE Settlement Agreement for 2015/16.

6 Submit P11D, P11D(b) to HMRC and give copies to your employees. Also the deadline for submitting employee share scheme annual returns for 2015/16.

19 Pay any Class 1A NICs on taxable benefits and taxed award schemes for 2015/16.

31 Second self-assessed tax instalment due for the tax year to 5 April. Additional 5% surcharge due if you don't pay your 2014/15 income tax bill balance. Additional £300 penalty for failure to file 2014/15 self-assessment tax return.

Aug

2 Send P46 (Car) relating to the first quarter ending 5 July to HMRC if your company car use has changed.



Also: **1** Bank Holiday • **5-21** Olympic Games • **29** Bank Holiday

Sept

30 Reclaim VAT on supplies from other EU countries if not already claimed in your regular VAT return.

Also: **4-11** Cycling Tour of Britain • **7-18** Paralympic Games • **22** autumn begins



Oct

5 Deadline for registering income not fully taxed or any capital gains tax liabilities for the 2015/16 tax year.

19 Income tax and NI due under a voluntary PAYE Settlement Agreement paid to HMRC electronically.

31 Self-assessment tax return deadline for paper returns for the year ended 5 April.

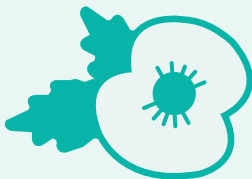


Also: **30** Clocks go back • **31** Halloween

Nov

2 Send P46 (Car) relating to the quarter ending 5 October to HMRC if your company car use has changed.

Also: **13** Remembrance Sunday • **30** St Andrew's Day



Dec

30 Deadline for online tax returns if you want HMRC to collect any underpayment through your PAYE tax code.

Also: **26** Bank Holiday • **21** winter begins • **27** Bank Holiday



Jan

31 Online self-assessment tax return deadline for year ending 5 April. Automatic £100 penalty if you don't send in a tax return by this date. First instalment of your self-assessment tax payable to HMRC for the tax year ending 5 April and the balance of your self-assessment tax payment for the year ending 5 April. Additional £300 penalty for failure to file 2014/15 self-assessment tax return and in some cases up to 100% of the tax due.

Also: **2** Bank Holiday • **28** Chinese New Year



Feb

2 Send P46 (Car) relating to the quarter ending 5 January the previous year to HMRC if your company car use has changed.

Also: **14** Valentine's Day • **28** Pancake Day



Mar

1 Penalty and interest charges applied if you've not paid your 2015/16 self-assessment tax bill balance. Almost all employers need to file PAYE information online in real time.

Also: **1** St David's Day • **17** St Patrick's Day • **20** spring begins • **26** Mother's Day • **26** clocks go forward



Regular monthly deadlines

1 Deadline for paying corporation tax (for tax years ended nine months previously)

19 Postal deadline for PAYE and NICs for the month (or quarters ending January, April, July or October)

22 Online deadline for PAYE and NICs for the month (or quarters ending January, April, July or October)

Last day of the month

Deadline for submitting corporation tax return for tax year that ended on the same date the year before.

Deadline for submitting company accounts with Companies House (nine months after company year-end).

Visit www.taxdonut.co.uk for more information about tax when running a small business.