



Fact Sheet

Online Filing of Tax & other Returns

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There are a whole range of Governmental returns that you can now file online: this can save your firm both time and money.

Our E-Business Advisers detail what you can file in this way:

1. What returns can you do online?

There are many Governmental forms and returns you can submit securely over the Internet. These include:

- PAYE (Pay As You Earn)
- Self Assessment
- VAT
- Corporation Tax
- Registering and changing Company Information with Companies House

2. What are the benefits?

Filing returns online has several advantages:

- Online filing is secure
- You can do it when you want to - e.g. at night
- You normally get an immediate confirmation of receipt.
- If you employ less than 50 employees you can get up to **£825 tax-free** from HM Revenue & Customs over a five year period if you file their End of Year Return (P14s and P35) online early. You will get £250 in the tax year 2005.

- If you are filing your tax returns, automatic calculation of your tax means that you know immediately what you owe or are owed.
- HM Revenue & Customs processes Internet returns faster than paper returns - any money owed to you is repaid sooner, often within a few days.
- Reduction in the amount of paperwork you have to deal with, across all the online filing areas.
- Online help and validation to assure the completeness and accuracy of transactions made, thus reducing the scope for error
- You can get up to seven extra calendar days to pay your VAT when using electronic payment methods.
- You can submit details right up to the closing date

4. How do I use these services?

Firstly, you will need to enrol on the various programmes.

This is a straightforward process, which involves registering for the service, then entering some basic company information in via the web.

You will then have to wait a few days for a PIN number to arrive by post - this provides an additional level of security for both the Government Department and you.

The below link to the National Business Link site will allow you to register for any of the services.



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5. Useful Links

www.businesslink.gov.uk - National Business Link web site, with an easy "Sign-up Manager" process to register for the above services online.

www.hmrc.gov.uk/employers/index.shtml - HM Revenue and Customs employers web site

www.companieshouse.gov.uk - Companies House web site, which will allow online filing of your Annual Return (363s form)