

Key tax deadlines for small businesses 2011-2012

This calendar should help you establish when your key tax deadlines are, including the variable deadlines that you need to consider (see page 2).

Fixed dates Income Tax ■ Employers ■ (see also under **Monthly repeat dates** and under **Quarterly repeat dates**)

April

5 Last day of tax year (6 April - first day of new tax year).

22 Last date for any outstanding PAYE and Class 1 NIC payments for tax year ended 5 April 2011 by approved electronic payment methods (for non-electronic payments the deadline is 19 April).

May

17 Ensure your employees' tax codes are correct for your 2011-12 payroll and use correct taxable pay tables after this date. See form P7X for the changes you must make.

19 Last date for submission of Employer Annual Return (forms P14 and P35) for year to 5 April 2011.

31 Last date to give 2010-11 form P60 form to each employee who was working for you at 5 April 2011.

June

No key deadlines for Self Assessment but for PAYE/NICs see **Monthly repeat dates**.

July

5 End of tax quarter and last date for agreeing your PAYE Settlement Agreement (if any) for tax year ended 5 April 2011.

6 Last date for:

- expenses and benefits annual return forms P9D, P11D and P11D(b) to reach HMRC
- employers to give a copy of forms P9D and P11D to relevant employees
- form 42 or other related forms (to report share-related benefits provided to employees) to reach HMRC

22 Last date for any outstanding Class 1A NICs payments for tax year ended 5 April 2011 by approved electronic payment methods (for non-electronic payments the deadline is 19 July).

31 Deadline for second Self Assessment payment on account for tax year ended 5 April 2011.

August

No key deadlines for Self Assessment but for PAYE/NICs see **Monthly repeat dates**.

September

6 Check form P7X (2011) to find out what changes you need to make to your employee tax codes and which taxable pay tables to use for all pay days on or after 7 September 2011.

October

5 End of tax quarter.

22 Deadline for payment of PAYE Settlement Agreement (if any) for tax year ended 5 April 2011 by approved electronic payment methods (for non-electronic payments the deadline is 19 October).

31 Deadline for submissions of paper Self Assessment tax return for tax year ended 5 April 2011.

November

5 Date from when employers should expect a letter indicating their online filing and electronic obligations for 2011-12.

December

No key deadlines for Self Assessment but for PAYE/NICs see **Monthly repeat dates**.

January

5 End of tax quarter.

31 Deadline for:

- online submissions of Self Assessment tax return for tax year ended 5 April 2011
- paying 2010-11 Self Assessment 'balancing payment'
- first Self Assessment payment on account for 2011-12

February

No key deadlines for Self Assessment but for PAYE/NICs see **Monthly repeat dates**.

March

No key deadlines for Self Assessment but for PAYE/NICs see **Monthly repeat dates**.

Key tax deadlines for small businesses 2011-2012

Monthly repeat dates

Construction Industry Scheme (CIS) deadlines

Monthly returns - the **19th of each month**.

Online payments - the **22nd of each month** (or the **19th** for non-electronic payments).

PAYE and Class 1 NIC deadlines

Monthly payment of PAYE/Class 1 NICs by approved electronic methods - the **22nd of each month** (or the **19th** for non-electronic payments).

Quarterly repeat dates

PAYE/NICs payment deadlines

Quarterly PAYE/NICs payments to clear to HMRC by the following dates if paying by approved electronic methods:

- quarter 1 - **22 July 2011** (for quarter ended 5 July)
- quarter 2 - **22 October 2011** (for quarter ended 5 October)
- quarter 3 - **22 January 2012** (for quarter ended 5 January)
- quarter 4 - **22 April 2011** (for quarter ended 5 April)

(for non-electronic payments the deadline is the **19th**).

Watch the Start Up Diaries

Follow three entrepreneurs as they set up their own business at www.businesslink.gov.uk/taxhelp



Variable dates

Corporation Tax deadlines

The amount of Corporation Tax that businesses pay is normally calculated nine months and a day after the end of a company's accounting period end date. The actual date depends on your company's particular accounting period end date. For guidance you may wish to go to www.businesslink.gov.uk/corporationtaxdeadlines.

PAYE/NICs deadlines

For full details go to www.businesslink.gov.uk/paypaymentdeadlines.

VAT deadlines

There are no fixed times of the year for paying VAT and each business is different. Depending on the type of business you are in and some of the choices that you make, you might pay (or claim) VAT monthly, quarterly or annually. You can find out more at www.businesslink.gov.uk/vatdeadlines.

Penalties

Penalties are changing. Further information can be found at <http://www.businesslink.gov.uk/taxreturndeadlines>.

Help and further information

At www.businesslink.gov.uk/taxhelp you will find lots of help and guidance including:

- 'Bite-size' videos covering the basics on tax
- factsheets on what you need to know about Keeping records and Paying your tax - click on 'Useful tools' at the top of the page and then on 'Tax Help Factsheets'
- information for business start ups including the diaries of three entrepreneurs as they set up their own businesses - click on 'People like me' at the top of the tax help page

At www.businesslink.gov.uk/taxemailalerts you can sign up to your own tax deadline email alerts.

HMRC also offers access to further support and advice at www.hmrc.gov.uk/bst.