

## What is PAYE registration?

An important part of starting any new business venture is finding and recruiting the right staff for your business. When you become an employer, you will need to operate Pay As You Earn (PAYE) tax on the wages you pay to your staff.

This will allow you to withhold the correct tax and National Insurance from salaries and pay this over to HM Revenue and Customs (HMRC).

## How to register and PAYE statutory obligations

Registration can be completed with only a few basic details once you know when your first payroll month will be and how many staff you intend to employ.

As an employer, you will be required to make monthly or quarterly returns to HMRC and pay over the relevant tax, National Insurance and student loan deductions if applicable. In return, you may have to make a claim for statutory maternity pay or statutory sick pay.

At the end of the tax year, a number of official forms need to be produced, some filed with HMRC and some distributed to employees. This includes a P35 and P60 for each employee. Also where expenses are paid or benefits provided to employees, a P11D return will need to be completed and filed with HMRC for each employee.

## How Can Wisteria Help?

Wisteria's payroll bureau can quickly and efficiently register your business as an employer and arrange all necessary documentation. Furthermore, Wisteria can provide on-going help, including running the monthly payroll, producing payslips, completing the necessary HMRC forms as well as completing the statutory employer's year end documents, including P60's and P35's.

Furthermore, Wisteria's payroll bureau is run by qualified tax staff who will actively review your salary arrangements to not only ensure that the correct tax is withheld and paid to HMRC, but that remuneration is paid in the most tax efficient way.

For further information please contact:

Nick Tagg BSc ATT  
Head of Taxation Services  
email: [ntagg@wisteria.co.uk](mailto:ntagg@wisteria.co.uk)

