



tax | employment taxes

team



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If you have employees you may need help on a variety of compliance and other issues relating to employment taxes. Whatever the size or type of your business, haysmacintyre has a dedicated team to assist in this area. In addition to a core team of employment tax specialists, haysmacintyre has numerous other specialists to call upon for help in this fast moving and increasingly complex area. Employers find we can provide a total service – managing all aspects of the administration and liaison with HMRC (Her Majesty's Revenue & Customs) – or assisting with periodic system reviews or ad-hoc challenges or problems.

Some of the ways we can help are shown below.

strategic pay and benefit advice

There are a host of areas where strategic tax planning and advice can yield significant benefits to both employer and employees. Our specialists can review proposed terms and conditions and remuneration packages – including share schemes – to ensure they provide the most tax efficient benefits. Other aspects of expenses and benefits planning – such as relocation costs, golden handshakes, a salary sacrifice and other team incentives – might also require an expert view. haysmacintyre financial planning can also advise on pensions.

flexible benefits

Not a new area, but one in which many organisations have yet to take advantage of opportunities and others are wasting resources providing benefits that are not valued by their staff. Perhaps employers are put off by perceived high costs or the complexity of management? The fact is though that there are many ways in which to reward an employee where costs can be minimal or nil. Benefits such as private medical insurance are expensive it is true, but salary sacrifice arrangements can yield savings for employer and employee alike. Consider also the costs of recruitment when perhaps you can keep a hold of staff by structuring their rewards to ensure your package is the more attractive option. Don't be put off, it is neither difficult nor expensive to explore the possibilities. haysmacintyre has the experience and market knowledge to guide you to a solution that meets your needs. Crucially, we will also ensure that whatever scheme you put in place is compliant and robust.

employment status

Navigating the increasingly complex regulations relating to whether someone is

employed or self-employed is an area where we advise many corporate and not for profit organisations – particularly where casual, part time workers, directors and consultants are concerned. It is a difficult area with no fixed rules and is expensive for the employer where it goes wrong.

termination payments

By obtaining the appropriate advice on how to structure termination payments, it is possible to achieve taxation savings for both the employer and employee. Our specialists can advise on a variety of severance and redundancy situations and plan both the private and corporate taxation aspects. It is an area where mistakes are common, especially in relation to Pay In Lieu Of Notice (PILONs).

HMRC inspections and investigations

Most employers can expect an HMRC inspection every five years. To provide peace of mind we can help you prepare for such inspections with a short advance simulated inspection to allow you to identify and rectify any potential problems.

If HMRC identifies issues and decides to undertake more detailed investigations we can assist in this process. Some organisations prefer us to manage the entire process – from being present at the inspection, to assisting in the preparation of responses to questions, through to negotiating settlements.

HMRC may alternatively inquire into just one area, outside of an official inspection. These may be resolved easily by the employer or you may find HMRC pursuing a minor point aggressively. We recently intervened in such an 'aspect inquiry' and with just one letter to HMRC achieved a saving of over £3000 for a client; putting an end to nearly a year's correspondence between the client and HMRC.

If you find yourself subject to investigation there are some golden rules to follow and unfortunately employers can unwittingly fall into traps by, for example, giving unclear responses to HMRC who may then pursue a point simply because the employer may have quite understandably failed to spot the significance of a question asked.

So regardless of how far your inspection or investigation has progressed we can provide whatever level of support you require – from simple enquiries through to managing the entire process and being the first point of contact for HMRC.

PAYE and P11D risk reviews

If you are in any way concerned about your systems or if you would like reassurance that all is well, for a fixed fee we can do a half day review of your systems and provide a letter confirming all is well or outlining what changes are necessary. A full day review is also available where further testing and a more detailed report is required. During such a review, one of our larger charity clients obtained a £15,000 refund. Similar fixed price reviews are available for designing and implementing your company's P11D and expenses policies and procedures.

day to day payroll services

For organisations with small to medium sized payrolls (from one to 250 employees), we operate our own in-house payroll bureau. Clients need only supply information about pay and amendments and our team processes the information to produce the necessary payroll reports, payslips and all relevant forms such as P45s, P60s etc. haysmacintyre can arrange the transfer of funds to make payment or, as we are an approved BACSTEL-IP Bureau, we can make payments direct from client's own bank accounts if they have a BACS facility. Payment can be for wages and salaries or can include payment to HMRC if necessary.

At the year end we produce the form P35 together with forms P14 plus the P60s for the employees.

payroll advice

For organisations operating their own payroll, haysmacintyre can be a source of advice and assistance on taxation and National Insurance Contributions (NIC) throughout the year and at year end. Some organisations send all the relevant expenses forms through and we organise the production of P11Ds, in other situations we are asked to take a more active role. Our in-depth knowledge of all types of expenses and benefits (cars, travel, accommodation) and PAYE settlement agreements (PSA - where employers agree to pay the relevant taxes on behalf of their employees) proves invaluable to many clients. We can prepare and support your application for dispensation which can reduce or remove the administration required to complete forms P11D.

expatriate and international employees

Where employers have expatriate and/or international employees they may need help in understanding the complex interplay between domestic and international legislation and the advantages gained through double tax treaties and Social Security Agreements. Whilst the haysmacintyre employment team has expertise and experience in this area, it can also call upon the considerable expertise of the MSI alliance which has 250 accounting and legal firms in 90 countries.

corporate transaction support

When organisations change ownership, such as in a merger or acquisition or the sale of a company, there are a number of employment tax situations that may need attention. It may be that two separate systems must be integrated or that transferred staff need to be migrated onto a different pay and benefits package. Help is available from our employment tax team who are experienced at working alongside our corporate finance and other transaction teams.

Related fact sheets produced by the employment tax team that may also be of assistance to employers include:

- haysmacintyre financial planning guide to services for employers
- Employment status

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about haysmacintyre

haysmacintyre, Chartered Accountants and tax advisers, comprises 24 partners and 160 staff based in Holborn, London. It provides high quality auditing and assurance, business and personal taxation, corporate finance, financial planning and other business support services.

Around 50% of the firm's business is within the corporate sector – small and medium sized enterprises, many of which are in the property, media and entertainment, technology, sports and business services sectors. The firm acts for a number of listed companies and assists new companies raise initial funds on the capital markets and through private equity. 35% of the firm's business is for charitable and not for profit organisations and the remainder is for professional practices and private individuals – whether senior executives, entrepreneurs or those with significant land or wealth at home or overseas.

haysmacintyre is a founding member of MSI Global Alliance (MSI), an international alliance of independent legal and accounting firms, with 250 members in 100 countries.



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