

Monthly Payroll - Payment Dates

Tax Year 2019/2020

Business Name

We expect to pay our employees/directors for the following months on the dates indicated as follows:

Month	Amount £	Intended Pay Day
April 2019	Please check your payslip on receipt	/ /2019
May 2019	Please check your payslip on receipt	/ /2019
June 2019	Please check your payslip on receipt	/ /2019
July 2019	Please check your payslip on receipt	/ /2019
August 2019	Please check your payslip on receipt	/ /2019
September 2019	Please check your payslip on receipt	/ /2019
October 2019	Please check your payslip on receipt	/ /2019
November 2019	Please check your payslip on receipt	/ /2019
December 2019	Please check your payslip on receipt	/ /2019
January 2020	Please check your payslip on receipt	/ /2020
February 2020	Please check your payslip on receipt	/ /2020
March 2020	Please check your payslip on receipt	/ /2020

Signed

Print

Please complete the grey boxes and return ASAP

IMPORTANT MESSAGE -

Please complete the shaded boxes asap and email (willowsacc@outlook.com) or report the dates over the telephone (01543 574831). Please tell us the dates in which these payments will leave your business bank account. For example;

The last working day of the month
The 29th of each month
Or another of your choice
Last Day Of Month

Please use a calendar, to check your dates as you will need to consider bank holidays, weekends etc.

Which ever you decide you MUST let us know ASAP. HMRC are issuing heavy penaltys for non RTI (Real Time Information) compliance, please help us to help you!

IF THIS INFORMATION IS NOT SENT TO US, WE WILL NOT KNOW IF THE PAYROLL IS LATE, AND THEREFORE WILL BE UNABLE TO NOTIFY YOU IN AVOIDING A PENALTY.

PLEASE TAKE A COPY OF THIS SCHEDULE ONCE COMPLETED BEFORE RETURNING TO WILLOWS!