

Payroll System – SOLE DIRECTOR ONLY

We will running your payroll each month. This is our standard system for payment to yourself, as the sole director, on the last working day of the month.



by the
25th of each
month

*(or first working day after if 25th
is a weekend/Bank Holiday)*

Payroll run

- We will run payroll and email over to confirm it's done.
- Payslips will be available on the app.

by the end of
each month

Make Payments to yourself

Payments to be made to yourself in accordance with your payment date policy. Also read our paying yourself blog on our [website](#).



ACTION POINT – CLIENT:
Make payment

End of Tax year - NI Payment

On your final payroll of the tax year (March) we will advise of your NI liability for the year which will need to be paid to HMRC.

by the
19th of April
following
tax year end

Pay your NI liability

Make payment to HMRC as required – this payment should be diarised to ensure you meet the deadline.



ACTION POINT – CLIENT:
Payment must be made by the
19th of April

Consequence Management

If payment is not made to HMRC in time, you will be fined, and interest will be incurred until payment is made.