



33-35 Manor Road, Colchester, Essex CO3 3LX.

2005

ONLINE FILING: IT'S NOT TOO LATE!

This year proved a great success for those of our customers who have opted to submit their Employer's Annual Returns online. If it was your first time in trying this option, I am sure that you are pleased with the ease of use and assurance this method provides – even if, perhaps, there were a few teething problems!

Do remember that the deadline for your Employer's Annual Return is 19 May. Having said that, we are advised that the Inland Revenue will not charge you a late filing penalty as long as you get your return to them by midnight on 26 May.

Obviously with the tax incentives (£250 this year if you have less than 50 employees) there has been heavy use made of the online facility, and the likelihood is that this may continue with a final rush of companies attempting to achieve the deadline.

It is strongly recommended that:

- You file outside peak times (before 10am or after 4pm)
- If possible, file at weekends
- You do not leave things to the last minute.

SECURE MAILBOX RESTRICTIONS

HM Revenue & Customs (HMRC) are the new department responsible for the business of the former Inland Revenue and HM Customs and Excise.

You may have experienced problems in accessing their Secure Mailbox facility because of restrictions placed on the service in order to help lighten the load on the Government Gateway. This restriction will continue at peak times until 20 May.

The Secure Mailbox downtime will not affect the ability to transmit returns to the Government Gateway via the eSubmission Utility.

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2005/502

Support Department

☎ 01206 711 452

☎ 01206 764 749

✉ support@cwise.co.uk

🌐 www.cwise.co.uk

MAY BUDGET CHANGES

We have completed the remittance of software upgrades, incorporating these tax changes for the following systems:

- Capital Gold Payroll
- Capital Gold Payroll Lite
- Capital Gold Payroll 300
- Exchequer Payroll
- Intex Earnie Payroll.

You should have received the relevant disk and instructions by now. If this is not the case, please contact Software Support Department (01206 711 452) as soon as possible.

The upgrade needs to be undertaken so that any payroll runs (with a pay date of 18 May 2005 or later) utilise the new tables. If you have not been able to run the upgrade in time for the appropriate processing, you may need to adjust the PAYE deductions for those employees that have a Week1/Month1 tax code – cumulative codes will be self adjusting of course.

Budget flyers, detailing the tax changes have been sent out to customers using:

- Opera Payroll, and
- Opera II Payroll.

If this flyer has not been received, please contact Software Support who will arrange for a faxed copy to be sent.

HOW TO CONTACT US

You may not be aware of our Direct Dial telephone numbers. These are As follows:

- Main Line 01206 711 400
- Sales Department 01206 711 451
- Software Support 01206 711 452
- Hardware Support 01206 711 453
- Accounts Department 01206 711 454
- Purchasing Department 01206 711 455