

# Payroll Facts

PAYE GUIDE FOR EMPLOYERS

2023 / 2024

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# TAX

<b>Tax rates (rUK and Wales)</b>	<b>2023/24 Taxable income</b>	<b>2022/23 Taxable income</b>
20% basic rate	Up to £37,700	Up to £37,700
40% higher rate	£37,701 - £125,140	£37,701 - £150,000
45% additional rate	Over £125,140	Over £150,000

<b>Scottish tax rates (SRIT)</b>	<b>2023/24 Taxable income</b>	<b>2022/23 Taxable income</b>
19% starter rate	Up to £2,162	Up to £2,097
20% basic rate	£2,163 - £13,118	£2,098 - £12,726
21% intermediate rate	£13,119 - £31,092	£12,727 - £31,092
42% higher rate	£31,093 - £125,140	£31,093 - £150,000
47% top rate	Over £125,140	Over £150,000

<b>Personal allowances</b>	<b>2023/24</b>	<b>2022/23</b>
Personal allowance*	£12,570	£12,570
Blind person's allowance	£2,870	£2,600
Marriage allowance**	£1,260	£1,260
Married couple's allowance for those born before 6 April 1935		
Minimum	£4,010	£3,530
Maximum	£10,375	£9,125

\* Personal allowance is restricted by £1 for every £2 of income over £100,000, to a minimum of nil.

\*\* Spouses or civil partners who are both basic rate taxpayers can elect to transfer 10% of their personal allowance between them.

# TAX

<b>Pension allowances</b>	<b>2023/24</b>	<b>2022/23</b>
Annual allowance	£60,000	£40,000
Lifetime allowance	N/A	£1,073,100

From April 2020, the annual allowance is reduced by £1 for every £2 of 'adjusted income' (which includes employer pension contributions) above £260,000 to a minimum of £10,000, but only if an individual also has 'threshold income' of over £200,000.

## Student loan recovery threshold

An employee commences repayment of their student loan at 9% of their earnings which are subject to national insurance contributions (NICs) and exceed:

### **Plan 1** – Students who took out their loan before 1 September 2012

per annum	£22,015
per month	£1,834
per week	£423

### **Plan 2** – Students who took out their loan on or after 1 September 2012

per annum	£27,295
per month	£2,274
per week	£524

### **Plan 4** – Scottish students who were on Plan 1 will be moved to Plan 4

per annum	£27,660
per month	£2,305
per week	£531

Each pay period is treated in isolation; there are no carried forward debits or credits.

An employee commences repayment of their post graduate loan at 6% of their earnings which are subject to NICs and exceed:

### **Postgraduate loan**

per annum	£21,000
per month	£1,750
per week	£403

## NATIONAL INSURANCE

<b>Class 1 - Employers and Employees</b>	<b>Weekly</b>	<b>Fortnightly</b>	<b>Four weekly</b>	<b>Monthly</b>	<b>Annual</b>
Lower earnings limit (LEL)	£123	£246	£492	£533	£6,396
Primary threshold (PT)	£242	£482	£964	£1048	£12,570
Secondary threshold (ST)	£175	£350	£700	£758	£9,100
Upper earnings limit (UEL)	£967	£1,934	£3,867	£4,189	£50,270
Upper secondary threshold (UST) under 21s	£967	£1,934	£3,867	£4,189	£50,270
Apprentice upper secondary threshold (AUST)	£967	£1,934	£3,868	£4,189	£50,270
Veterans upper secondary threshold (VUST)	£967	£1,934	£3,868	£4,189	£50,270
Freeport upper secondary threshold (FUST)	£481	£962	£1,924	£2,083	£25,000

Earnings over the LEL qualify an individual for certain state benefits and must be reported under PAYE, but no employer's NICs are payable until earnings exceed the threshold of £175 per week and no employee's NICs are payable until earnings exceed the threshold of £242 per week.

## NATIONAL INSURANCE

National insurance rates		2023/24	April to Nov 2022/23
Class 1 – Employers	LEL - ST	0%	0%
	Rate above ST (no upper limit)	13.8%	15.05
Class 1 – Employees	LEL - PT	0%	0%
	Rate between primary threshold PT and UEL	12%	13.25%
	Rate above UEL	2%	3.25%
	Married women and widows rate above threshold, below UEL*	5.85%	7.1%
	Deferred rate	2%	3.25%
Class 1A**		13.8%	15.05
Class 1B (PAYE settlement agreement)		13.8%	15.05
Class 2 (Self-employed)	Small profits threshold (SPT)	£6,725	£6,725
	Flat rate per week (between SPT and LPL)	£0	£3.05
	Flat rate per week above LPL	£3.45	£3.15
Class 3 (Voluntary)	Flat rate per week	£17.45	£15.85
Class 4 (Self-employed)	Lower profits limit (LPL)	£9,880	£9,880
	Upper profits limit (UPL)	£50,270	£50,270
	Rate between limits	9%	10.25%
	Rate above upper limit	2%	3.25%
Employment allowance		£5,000	£4,000

\* Only for women opting in before 1977.

\*\* (Taxable benefits, termination payments over £30,000 and sporting testimonial payments over £100,000)

## STATUTORY PAYMENTS

Statutory payments	2023/24	2022/23
Qualifying earnings level	£123	£123
Statutory sick pay (SSP)	£109.40	£99.35
Statutory maternity pay (SMP)*	£172.48	£156.66
Statutory paternity pay (SPP)**	£172.48	£156.66
Statutory adoption pay (SAP)*	£172.48	£156.66
Statutory shared parental pay (ShPP)***	£172.48	£156.66
Statutory parental bereavement pay (SPBP)**	£172.48	£156.66

\* First six weeks at 90% of average weekly earnings (AWE) then 33 weeks at 90% of AWE or £172.48 whichever is lower.

\*\* One or two weeks at 90% of AWE or £172.48 whichever is lower.

\*\*\* Weekly rate at 90% of AWE or £172.48 whichever is lower for a maximum of 37 weeks.

### Recoverable amount from HMRC – SMP, SPP, SAP, ShPP and SPBP

92% if your total class 1 national insurance (both employee and employer contributions) is above £45,000 for the previous tax year, or 103% if your total class 1 national insurance for the previous tax year is £45,000 or lower.

### Statutory redundancy

The maximum week's pay that an employee can receive under the statutory scheme is:

	2023/24	2022/23
England, Wales, Scotland	£643	£571

Ages	Number of weeks' pay
Each complete year of service between 18 and 21	½
Each complete year of service between 22 and 40	1
Each complete year of service over 41	1 ½

Service exceeding 20 years is not counted.

A week's pay is the amount due under the employee's employment contract on the date that the minimum notice of termination of employment was or should have been given.

# CAR AND FUEL RATES

## Company cars and mileage

The car benefit is calculated by multiplying the list price of the car when new (not the purchase price) by a percentage that is dependent on the level of approved CO2 emissions of the car.

Petrol/ Electric/ RDE2 Diesel			
CO2 emissions g/km	Electric range (miles)	NEDC % of list price to be taxed	WLTP % of list price to be taxed
0	n/a	2	2
1-50	>129	2	2
1-50	70-129	5	5
1-50	40-69	8	8
1-50	30-39	12	12
1-50	<30	14	14
51-54		15	15
55-59		16	16
60-64		17	17
65-69		18	18
70-74		19	19
75-79		20	20
80-84		21	21
85-89		22	22
90-94		23	23
95-99		24	24
100-104		25	25
105-109		26	26
110-114		27	27
115-119		28	28
120-124		29	29
125-129		30	30
130-134		31	31
135-139		32	32
140-144		33	33
145-149		34	34
150-154		35	35
155-159		36	36
160-164		37	37
165+		37	37



Diesel/ Non RDE2				
CO2 emissions g/km	Electric range (miles)	NEDC % of list price to be taxed	WLTP % of list price to be taxed	
0	n/a	n/a		n/a
1-50	>129	n/a		n/a
1-50	70-129	n/a		n/a
1-50	40-69	n/a		n/a
1-50	30-39	n/a		n/a
1-50	<30	n/a		n/a
51-54		19		19
55-59		20		20
60-64		21		21
65-69		22		22
70-74		23		23
75-79		24		24
80-84		25		25
85-89		26		26
90-94		27		27
95-99		28		28
100-104		29		29
105-109		30		30
110-114		31		31
115-119		32		32
120-124		33		33
125-129		34		34
130-134		35		35
135-139		36		36
140-144		37		37
145-149		37		37
150-154		37		37
155-159		37		37
160 -164		37		37
165+		37		37

This percentage is increased by 4% if the car is propelled solely by diesel (up to a maximum of 37%). Cars that meet the real driving emissions step 2 (RDE2) standard or diesel plug-in hybrids are exempt from the diesel supplement.

## Fuel scale charges

	2023/24	2022/23
Car fuel benefit charge	£27,800	£25,300
Van fuel benefit charge	£757	£688

For 2023/24 the benefit is £27,800 multiplied by the relevant percentage as shown above (plus 4% diesel supplement where applicable but capped at 37%).

	2023/24	2022/23
Van benefit charge	£3,960	£3,600

## HMRC's advisory fuel rates (AFR)

From 1 December 2022	Petrol	LPG	Diesel	Fully Electric Cars
1400cc or less	14p	10p	1600cc or less 14p	8p
1401cc to 2000cc	17p	12p	1601cc to 2000cc 17p	Electricity is not a fuel for car fuel benefit
Over 2000cc	26p	18p	Over 2000cc 22p	

Hybrid cars are treated as either petrol or diesel cars for advisory fuel rates. HMRC's approved tax-free business mileage rates for employees using company cars are reviewed quarterly, with any changes taking effect from 1 March, 1 June, 1 September and 1 December. The rates are the maximum amount that can be paid without a charge to tax and NIC for business miles. If an employee receives less than these rates, then they can claim tax relief on the difference.

For further information and current rates employers are advised to check the following website: <https://www.gov.uk/guidance/advisory-fuel-rates>

## Approved mileage rates – for employees using their own vehicle

First 10,000 for tax purposes	45p
Over 10,000 for tax purposes	25p
For NIC purposes – regardless of mileage	45p
Bicycle rate – regardless of mileage	20p
Motorcycle rate – regardless of mileage	24p
Passenger rate – regardless of mileage	5p

## USEFUL INFORMATION

### National minimum wage (NMW) and national living wage (NLW)

NMW	2023/24	2022/23
Under 18s	£5.28	£4.81
Workers between 18-20	£7.49	£6.83
Workers between 21-22	£10.18	£9.18
Workers 23 and over (national living wage rate)	£10.42	£9.50
Apprentice*	£5.28	£4.81

\* Apprentices are entitled to apprentice rate if they are aged under 19 or are aged over 19 and in the first year of their apprenticeship.

If providing accommodation for employees then this can be taken into account when calculating the NMW.

Accommodation offset rates	2023/24	2022/23
Daily accommodation offset rate	£9.10	£8.70
Weekly accommodation offset rate	£63.70	£60.90

### Tax codes

Code	What it means
L	For an employee entitled to the standard tax-free personal allowance.
M	Marriage allowance: for employee whose spouse or civil partner has transferred some of their personal allowance.
N	Marriage allowance: for employee who has transferred some of their personal allowance.
OT	For an employee whose personal allowance has been used up, or new employee who hasn't provided P45.
S	Income or pension is taxed at the Scottish rate of income tax.
C	Income or pension is taxed at the Welsh rate of income tax.
T	When HMRC needs to review tax code.

## Tax codes

Code	What it means
K	Total allowances are less than total 'deductions'.
BR	All income is taxed at the basic rate – currently 20%.
D0	All income is taxed at the higher rate of tax – currently 40%.
D1	All income is taxed at the highest rate of tax – currently 45%.
NT	When no tax is to be taken from income or pension.
CBR	Welsh basic rate - 20%
CDO	Welsh higher rate - 40%
CD1	Welsh additional rate - 45%
SBR	Scottish basic rate - 20%
SDO	Scottish intermediate rate - 21%
SD1	Scottish higher rate - 42%
SD2	Scottish top rate - 47%

## Childcare vouchers

Tax rate	Maximum voucher value per week	Maximum voucher value per month
Basic rate tax payer – 20%	£55	£243
Higher rate tax payer – 40%	£28	£124
Additional rate tax payer – 45%	£25	£110

The Government introduced the tax-free childcare scheme (TFC) in 2017. For further information please go to - <https://www.gov.uk/tax-free-childcare>. As a result, childcare vouchers schemes were closed to new entrants from 4 October 2018. Existing scheme members can continue to receive childcare vouchers if they remain eligible, do not leave the scheme and remain with their current employer.

Employees who joined a childcare voucher scheme on or before 5 April 2011 can receive vouchers worth up to £55 a week free of tax regardless of their tax rate.

## Key payroll dates

### Annual

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**1 April:**

National living wage and national minimum wage legislation becomes effective. The new rates will apply to the first pay reference period that begins on or after 1 April 2023.

**6 April:**

Start of new tax year. New tax/NIC bands and thresholds are effective.

**19 April:**

Deadline for final RTI submission of the year.

**31 May:**

Issue of P60s to all eligible employees.

**6 July:**

Return of forms P11D/P11D(b) to HM Revenue & Customs. Deadline for issuing form P11D to employees.

**19 July (22 for electronic payments):**

Remittance deadline of Class 1A NICs (P11Ds).

**19 October (22 for electronic payments):**

Remittance deadline of tax and Class 1B NICs (PSAs).

### Monthly

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**On or before each pay date:**

Full payment summary (FPS) submission due to HMRC.

**19th of each month (22nd for electronic payments):**

Remittance deadline of PAYE, NICs and CIS to HMRC.

**19th of the following tax month:**

Employer payment summary (EPS) submission due to HMRC to apply a reduction for any statutory payments made or to advise of NIL PAYE liability.







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