

Your Payroll Year End Checklist

Step 1:

Check when your payroll ends

Check if you have a week 53 in the 2024/25 tax year.

Step 2:

Process your final payroll run

Finalise the final payroll for all pay frequencies and send all RTIs to HMRC.

Step 3:

Prepare and Submit your EPS

Within the RTI tab, create a new Employer Payment Submission (EPS) for tax Month 12. Tick the 'Final Submission' indicator and send to HMRC.

Step 4:

Prepare your P60s

Issue P60s to your employees within the 'Employees tab'. Make sure you provide your employees with their P60s by no later than 31st May 2025.

Step 5:

Make any necessary corrections

If an error is discovered in any FPS for 2024/25 after your final submission has been made, then an Additional Full Payment Submission (FPS) can be submitted to HMRC. Where you have made a correction, please remember to re-submit your FPS.

For more useful guidance visit:
brightsg.com/payroll-year-end

Note: We advise waiting until your payroll is fully completed for the current tax year before importing into the new tax year version. This will ensure the most accurate and up-to-date information is being imported from the previous tax year.