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PLEASE NOTE

Starter declarations will need to be input for mid-year starters, when changing the starter declaration check the tax code before and after as the system applies default tax codes.

The previous employment income may not be included on the import. In Employees> Mid-year totals you should see the income from this employment only, where the taxable pay and tax from P45 needs to be enter in Employees>Starter/leaver tab if applicable.

Please note: If you are moving from a different payroll software provider to BrightPay and have already been processing under RTI during the tax year, you must transfer over the same RTI Payroll ID for each employee. This is a unique reference and is required by HMRC to identify an employee during RTI submissions.

In the event that you must use a different RTI payroll ID (e.g., the previous RTI payroll ID is not known), it is essential that you select 'Force include 'Change of Payroll ID' indicator on next FPS' from the 'Change of Payroll ID' drop down menu. To do this go to the Employee section > Tax, NICs, RTI section and under the section 'Details to be included on FPS' Click on the box under the Payroll ID and change to 'Force include 'Change of Payroll ID' indicator on next FPS'. Using a different payroll ID and not selecting this option may lead to possible HMRC reconciliation issues.

Important note: Mid-year migration - employees who become directors mid tax year and prior to migrating to BrightPay unfortunately cannot be catered for correctly when choosing the option to 'Continue Partway in the tax year'. This is due to the complexity of the NIC calculation involved. In this instance, users are advised to rebuild their payroll from the beginning of the tax year. Previously submitted FPSs can subsequently be marked as already sent and accepted by HMRC within the RTI utility.

To send RTI submissions to HMRC, enter HMRC Government Gateway credentials. To do this, click on the 'Settings' icon in the top right corner, then go to 'Submissions'.

