



Umbrella Payroll – End of Year Checklist

To be completed BEFORE running the final payroll of the tax year (on or before 5 April)

This checklist is designed for **umbrella companies** operating PAYE, including contractor expenses, pensions, and statutory deductions.

Payroll Period & Setup

- Confirm this is the **final payroll run** of the tax year
- Verify the **pay frequency** (weekly/monthly) is correct
- Confirm the **payment date** falls on or before 5 April
- Check for any **late timesheets or adjustments**

Worker (Employee) Details

- All active workers set up correctly
- Leavers identified and processed correctly
- Personal details verified (name, address, DOB)
- National Insurance numbers validated
- Right-to-work records on file

Pay, Tax & NIC Checks

- Gross taxable pay reviewed
- Tax codes checked against latest HMRC notices
- PAYE and NIC calculations validated
- No negative net pay outcomes

Employment Costs (Umbrella-Specific)

- Employer's NIC calculated correctly
- Apprenticeship Levy applied where applicable
- Employment costs deducted transparently
- Margin deductions correct and agreed

Expenses (Umbrella Rules)

- Expenses comply with **post-2016 supervision, direction or control rules**
- No tax-free travel or subsistence incorrectly applied
- Reimbursed expenses correctly taxed where required
- Records retained for audit



Deductions & Pensions

- Auto-enrolment status checked
- Pension contributions calculated correctly
- Opt-outs and postponements processed
- Student loan / postgraduate loan deductions correct
- Attachment of earnings orders applied correctly

Statutory Payments

- SSP / SMP / SAP / SPP reviewed (if applicable)
- Statutory recovery amounts calculated correctly
- Under/overpayments corrected before final run

RTI Submissions (Critical)

- Final FPS prepared and reviewed
- FPS marked as '**Final submission for the tax year**'
- EPS submitted if required (e.g. no payment, statutory reclaim)
- HMRC acknowledgements received
- No rejected or pending RTI submissions

Reconciliation & Reporting

- Payroll summary reviewed
- PAYE & NIC totals reconciled
- Gross-to-net checks completed
- Pension contribution reports generated
- Ledger postings reviewed

Post-Year-End Actions (Plan Ahead)

(These occur AFTER the final payroll but should be prepared for)

- P60s issued to workers by **31 May**
- P11Ds & P11D(b) completed by **6 July** (if applicable)
- Class 1A NIC paid by **22 July**
- Payroll software rolled forward to new tax year

Prepared by:

Date: / /

Payroll Period End: