

## Deadlines for individuals & partnerships

Last Updated: 21 July 2016

Every UK taxpayer has filing obligations and deadlines. There are penalties for late and inaccurate submissions.

Tax	Deadline	Penalty
Income Tax return (self assessment)	31 January following the end of the tax year for electronic returns. 31 October following the end of the tax year for paper returns.	<b>Depends on how late:</b> <ul style="list-style-type: none"> <li>Missed deadline: £100</li> <li>3 months: £10 a day</li> <li>6 months: 5% of tax due or £300 if greater</li> <li>12 months: 5% of tax due or £300 if greater</li> </ul>
Income Tax payments	31 January balancing payment for the previous tax year and first payment on account of the current year. 31 July second payment on account for the current tax year.	<b>Depends on how late:</b> <ul style="list-style-type: none"> <li>30 days: 5% of tax due</li> <li>6 months: 5% of tax outstanding at that date</li> <li>12 months: 5% of tax outstanding at that date</li> </ul>
VAT (if registered) quarterly return and payment	1 month and 7 days after quarter end	Surcharges can apply if you don't file (or pay in full) by the deadline more than once in a 12 month period.  Level of surcharge depends on turnover and number of failures, ranging from 2% to 15% of the VAT outstanding.
PAYE (if an employer) RTI return	On or before payment made to an employee	<b>In year submissions:</b> <ul style="list-style-type: none"> <li>Can be up to 3 days late without penalty</li> <li>Special rules apply in numerous situations</li> </ul> Final submission: £100 per 50 employees for each month.
PAYE payment	19th/22nd of each month (if making manual/electronic payment) unless arranged for a quarterly or annual scheme Class 1A NICs: 19th/22nd of July (if making manual/electronic payment) following the end of the tax year	<b>Late monthly and quarterly payments:</b> <ul style="list-style-type: none"> <li>1% to 4% of late amount depending on how many more times a payment is made late</li> <li>No penalty if only one payment is late in any tax year, unless more than six months late</li> <li>5% if more than six months late</li> <li>A further 5% if still not paid after 12 months</li> </ul> <b>Annual payments (e.g. Class 1A NICs and PAYE Settlement Agreements):</b> <ul style="list-style-type: none"> <li>Up to three penalties of 5% of the amount that is late, depending on the length of time that the amount is not paid in full</li> </ul>

### Accounting

Castlewood House, 77/91 New Oxford Street, London, WC1A 1DG  
 t: +44 (0) 20 7759 5506 | e: accounting@sableinternational.com | w: www.sableinternational.com  
 Sable Accounting Limited is registered in England and Wales, number 03517738.

## Deadlines for individuals & partnerships (cont.)

Tax	Deadline	Penalty
CIS returns	19th of each month	<p><b>Depends on how late:</b></p> <ul style="list-style-type: none"> <li>1 day: £100</li> <li>2 months: £200</li> <li>6 months: higher of £300 and 5% of CIS deductions</li> <li>12 months: higher of £300 and 5% of CIS deductions</li> <li>Beyond this additional penalties can be up to the higher of 100% of the CIS deductions and £3,000.</li> </ul>
Tax credits renewal	31 July	<p><b>If deadline is missed:</b></p> <ul style="list-style-type: none"> <li>Tax credits payments will stop</li> <li>Have to repay any amounts received since 6 April</li> </ul>

### Accounting

Castlewood House, 77/91 New Oxford Street, London, WC1A 1DG  
 t: +44 (0) 20 7759 5506 | e: [accounting@sableinternational.com](mailto:accounting@sableinternational.com) | w: [www.sableinternational.com](http://www.sableinternational.com)  
 Sable Accounting Limited is registered in England and Wales, number 03517738.