

ONLINE REPORTING - SHARE PLANS

The way in which companies notify HMRC about their share schemes and other employment-related securities (ERS) arrangements has changed. Before you submit your annual ERS returns for 2014-15, you must register your schemes and arrangements using HMRC's new online service for ERS.

The deadline for filing your annual ERS returns is 6 July 2015 for the tax year ended 5 April 2015.

HMRC Online Services User ID and Password:

The company should have an organisation account for HMRC Online Services managed by the payroll department.

The person registering your ERS schemes will need their own user ID and password for the organisation's online account. If they don't have these this can be arranged by the person who first set up the account through the Government Gateway. See - 'Can other people in my organisation use the PAYE for Employers online service on my behalf?'

<https://online.hmrc.gov.uk/information/faqs/registration>

If you don't already have an organisation account you will need to sign up to use HMRC Online Services and register for HMRC taxes. Please note that you will have to wait at least 10 working days between signing up and receiving your account verification code.

Setting up administrators or assistants in your organisation:

The person who first signed up for HMRC Online Services is called the administrator. They can arrange user IDs and passwords for any number of their colleagues by setting them up as administrators or assistants.

Any administrator or assistant will be able to see the company's information held under the PAYE reference used in HMRC Online Services.

Share Plan Partners Limited is registered as an ERS Agent under reference HV0231. We have over 15 years of experience assisting companies with their annual reporting requirements.

If you don't want this to happen, then the payroll department can either:

- Register your ERS schemes and arrangements or
- Set up a separate organisation account with an enrolment under a different PAYE reference. This will allow all ERS schemes to be held separately to PAYE information.

Only someone with full access rights can register schemes (they only need to be registered once) and enter a final event if your scheme ceases or closes. The person who registers your schemes doesn't need to be responsible for completing your annual ERS returns. They can authorise an ERS agent to complete and submit returns.

ERS Agents:

ERS agents can be any third party including someone within your company. Agents can view scheme details and complete and file returns. It will be possible to have more than one agent but if you want to restrict agents to particular schemes you will need to create further organisational accounts. The agent needs to be registered for HMRC Online Services for agents first. See - <https://online.hmrc.gov.uk/registration/agent>.

Once registered, the agent can request authorisation to access the ERS service on your behalf. You will receive a letter with an authorisation code. Pass this code to the agent if you're happy for them to act on your behalf. The agent will then use the code to activate the service. But remember an agent will be able to see details of all ERS schemes registered under that PAYE reference, although they will not be able to see details of payroll.

Share Plan Partners Limited is registered as an ERS Agent under reference HV0231. If you wish us to complete your annual returns for you please provide us with the following initial two items of information:

Employer PAYE reference eg 123/AB456
Accounts Office reference eg 123PA00045678

How to get started:

Access to the Employment Related Securities (ERS) service is through HMRC Online Services - PAYE Online <http://www.hmrc.gov.uk>.

Click on 'Log In' within the 'Do it Online' box and select 'PAYE for Employers' or go to <http://www.online.hmrc.gov.uk>.

If you are already signed up to use HMRC Online Services and PAYE for Employers go to Step 2. If not start here:

Step 1 - If your company is a New User make sure you are registered for HMRC Taxes and go to www.online.hmrc.gov.uk, then

- Select 'Register'
- Next screen - select link for 'Sign up for HMRC Online Services'
- Next screen - select 'Organisation'
- Next screen - select 'PAYE for Employers'
- Next screen - shows you 'What you need to enrol'
- You will need your Employer PAYE and Accounts Office references
- Next screen - 'Registration and Enrolment'. There are 6 easy steps to registration and enrolment of the HMRC Online Services
- The next series of screens will take you through all 6 steps.

INCENTIVES THROUGH EQUITY

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Step 2 - If your company is an Existing User make sure you have your own user ID and password and start here:

- Log into HMRC Online Services with your existing or newly acquired user ID and password - www.online.hmrc.gov.uk
- Next screen - You will then receive a Security Message
- Next screen - Main menu - Your HMRC Services - Select - Services you can use
- Next screen - Main menu - Services you can Use - Select - PAYE for Employers
- Next screen - PAYE - At a glance - Employment Related Securities

What you can do within the ERS service:

Once you have logged in and selected 'Services you can use' then 'PAYE for Employers' you will see Employment Related Securities has its own area on 'At a glance' where you can select from the following choices:

- Register a scheme or arrangement
- View schemes or arrangements
- EMI notifications

Register a scheme or arrangement:

You can register the following: CSOP, EMI, SAYE, SIP or Other (formerly Form 42 or non-tax-advantaged ERS) and will need to provide details of:

- Scheme Type
- Next screen - state whether the scheme was previously approved by HMRC, Tax Year of First Event, Scheme Name (each scheme must have a different name), CT and CRN References
- Next screen - Confirmation, where you confirm the information entered is correct

- Next screen - Self-certification for CSOP, SAYE and SIP - You must self-certify that every Schedule 2 SIP, Schedule 3 SAYE, and Schedule 4 CSOP meets the legislative requirements
- Next screen - Declaration for all scheme types
- Next screen - Security check - where you enter your user ID and password again
- Next screen - Acknowledgement that the scheme or arrangement has been registered

View schemes or arrangements:

Here you will see details of all your registered schemes.

EMI Notifications:

To be completed within 92 days of the date of option grant failing which the options will not qualify for EMI tax advantages.

We hope you found this useful, but if you would like further information about filing ERS Annual Returns or would like some assistance with filings then please contact Share Plan Partners.

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