

# P11D/P46(Car) Service Options

We help employers send details of company car changes to HMRC

Our HMRC approved Civica Payroll software has an expenses and benefits module and as part of this we provide an outsourced P11D and P46(Car) service to employers. This can be fully outsourced, or managed on an Employer's behalf who use Civica Payroll software.

## Simply provide your data

Employers will be sent a spreadsheet to complete covering what's required to create employee P11Ds, including:

- Assets transferred
- Payments made on behalf of employee
- Vouchers and credit cards
- Living accommodation

- Mileage allowance payments not taxed at source
- Cars and car fuel
- Vans and van fuel
- Interest-free and low interest loans
- Private medical treatment or insurance
- Qualifying relocation expenses payments and benefits
- Services supplied
- Assets placed at the employee's disposal
- Other items (including subscriptions and professional fees)
- Expenses payments made on behalf of the employee.

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Manage P11Ds inhouse using Civica Payroll software

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Outsource P11Ds to Civica Managed Payroll Services

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Submit to HMRC securely and efficiently

Learn more:

[civica.com/managed-payroll-services](https://civica.com/managed-payroll-services)

Contact email:

[hrpsales@civica.co.uk](mailto:hrpsales@civica.co.uk)





## Fully outsourced

Employers will be sent a spreadsheet to complete which covers all aspects required to create the employee P11D for the listed sections on the previous page plus additional required employee data such as:

- Clock/Payroll number
- Title, forename, surname
- NI Number
- Date of birth
- Sex
- Join date
- Director indicator

## Secure process

On completion, the spreadsheet will be shared via secure SFTP site, for Civica Payroll Bureau to import and create the P11Ds. A draft version will be sent for checking, so amendments can be made.

Once approved as accurate, these will be shared with employees and submitted to the HMRC within the filing deadline of 6th July.

During the year, if you wish to make changes to employee's car information, to keep their tax codes up to date, any changes can be shared, for Civica to amend and update with the HMRC P46(Car) online filing.

## Existing Civica Payroll customer

Employers will be sent a spreadsheet to complete which covers all aspects required to create the employee P11D on the previous page.

Employers will need to provide Civica a login access to their site and on completion of the spreadsheet, Civica Payroll Bureau to import and create the P11Ds. A draft version will then be sent out for checking, so amendments can be made.

Once approved as accurate, these will be shared with employees and submitted to the HMRC within the filing deadline of 6th July.

During the year, if you wish to make changes to employee's car information, to keep employee tax codes up to date, any changes can be shared, for Civica to amend and update with the HMRC P46(Car) online filing.

Note that we can also complete this process on a separate database as preferred, so Civica do not require access to a customer's own server. This would then work the same as a fully managed service instead.

### Learn more:

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