



## Your Payroll Year End Checklist

### Step 1: Check when your payroll ends

Check if you have a week 53 in the 2024/25 tax year.

### Step 2: Process your final payroll run

Finalise the final payroll for all pay frequencies and send all RTIs to HMRC.

### Step 3: Prepare and Submit your EPS

Within the RTI tab, create a new Employer Payment Submission (EPS) for tax Month 12. Tick the 'Final Submission' indicator and send to HMRC.

### Step 4: Prepare your P60s

Issue P60s to your employees within the 'Employees tab'. Make sure you provide your employees with their P60s by no later than 31<sup>st</sup> May 2025.

### Step 5: Make any necessary corrections

If an error is discovered in any FPS for 2024/25 after your final submission has been made, then an Additional Full Payment Submission (FPS) can be submitted to HMRC. Where you have made a correction, please remember to re-submit your FPS.

**For more useful guidance visit:**

[www.brightsg.com/payroll-year-end](http://www.brightsg.com/payroll-year-end)

*Note: We advise waiting until your payroll is fully completed for the current tax year before importing into the new tax year version. This will ensure the most accurate and up-to-date information is being imported from the previous tax year.*