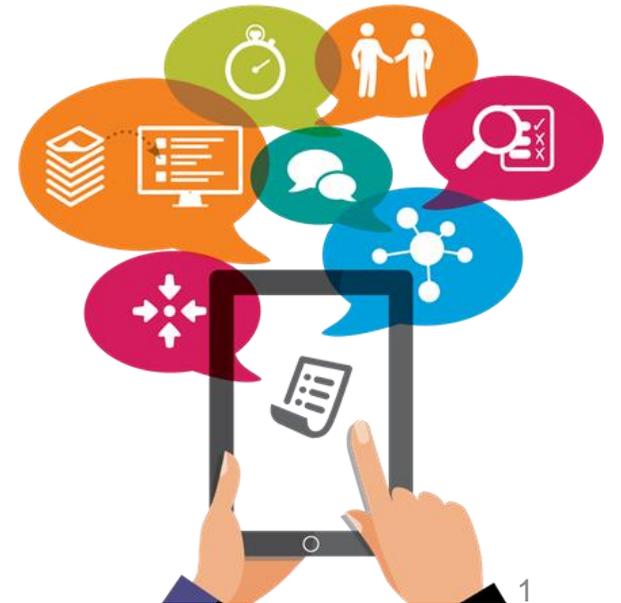




HM Revenue  
& Customs

# PAYE online for agents, Liability & Payments viewer

April 2021



# Sign in using Government Gateway

 **GOV.UK**

**BETA** This is a new service – your [feedback](#) will help us to improve it.

English | [Cymraeg](#)

**Keep your information secure**

Do not share your Government Gateway user ID and password with anyone else.

## Sign in using Government Gateway

Government Gateway user ID  
This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

### Problems signing in

[I have forgotten my password](#)  
[I have forgotten my Government Gateway user ID](#)  
[I have forgotten my Government Gateway user ID and password](#)

[Get help with this page](#)

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# Agent Services Dashboard

This page provides access to all the services you have enrolled to use, and includes the PAYE Agent code.

Agent services dashboard

**Your services**

<a href="#">PAYE</a>	ZZ000Z
<a href="#">Construction Industry Scheme (CIS)</a>	ZZ000Z
<a href="#">All your other services</a>	

**Your account**

- [Manage your account](#)
- [Enrol for more services](#)
- [Messages](#)

**Your clients**

- [Register a client for new taxes](#)
- [Get authorised by a client](#)
- [Access a client's registration as a delegate](#)

[Get help with this page.](#)

PAYE Agent code is shown here

## PAYE client list

This page allows you to view your employer client list and search for a client. If you have limited authorisation, you will not be able to see the Liabilities and Payments screens for that client

[◀ Back](#)

TestUser

# PAYE client list

## Find a client

Start typing a client name, PAYE reference, status (Confirmed or Limited authorisation) or your reference

 Search client list

Showing 1-5 of 4 clients, sorted by Client name

Client name ↑	PAYE ref. ↓	
<a href="#">Client 001</a> (AB123C) Confirmed	001/AB1234567C	<a href="#">Remove</a>
<a href="#">Client 002</a> (AB123C) Limited authorisation	002/AB1234567C	<a href="#">Remove</a>
<a href="#">Client 003</a> (AB123C) Confirmed	003/AB1234567C	<a href="#">Remove</a>
<a href="#">Client 404</a> (AB123C) Confirmed	404/AB1234567C	<a href="#">Remove</a>

## Your responsibilities

[You must keep your client list up to date](#)

## Notices

- [View recent client notices](#)
- [Change notice options](#)
- [Manage notifications email address](#)

## Other actions

- [File return only](#)
- [If you cannot find your PAYE client](#)

You can use this to search for a client

You should remove a client if you no longer act on behalf of that employer

# New screens

The next few slides show the new pages that you can view for liabilities and payments. The right-hand navigation menu provides links to all the new pages:

- **Annual statements** – pages show a summary for each tax year with a snapshot for each tax month. If you select the Tax period link eg [6 Apr to 5 May \(month 1\)](#) this will take you to the **Monthly statement** which shows a breakdown for that tax month.
- **Payment history** – page shows all the payments received in a tax year, and the tax month(s) to which the payment (or parts thereof) was allocated.
- **Upcoming payments** – page shows liabilities where the Due Date is today, or a date in the future.
- **Overdue payments** – page shows liabilities where the Due Date is in the past.
- **Employment Allowance** status page shows whether the employer is receiving employment Allowance for the current tax year, or not.

You can move from one page to another using the right-hand navigation menu which is the same on every screen, or by using links on a page.

# Annual statements (1)

This page provides a summary for each tax year, showing a snapshot for each tax month

The agent name is shown here

The client name is shown here

GOV.UK Business tax account

[PAYE for employers client list](#)

## PAYE for employers: annual statements

**!** Coronavirus (COVID-19): you must continue to submit your FPSs and EPSs as normal. Your PAYE bills are not being deferred.

Wages of all employees, including employees on temporary leave (furloughed) due to coronavirus, must be subject to Income Tax and National Insurance as normal.

See [coronavirus \(COVID-19\): business support](#) for more about financial support for businesses and claiming wage costs for furloughed employees.

### Tax year 6 April to 5 April 2020

How long does it take for a [submission or payment to appear?](#)

▶ [What this table shows](#)

Tax period	Charges	Credits	Payments	Owed
<b>Earlier year update bill for 2019 to 2020</b>	<b>£193,401.68</b>	<b>£0.00</b>	<b>£193,249.49</b>	<b>£152.19 overdue</b>
Employment Allowance bill for 2019 to 2020	£3,000.00	£0.00	£3,000.00	£0.00
<a href="#">6 Mar to 5 Apr (month 12)</a>	£3,863,898.62	£89,271.86	£3,774,626.76	£0.00
<a href="#">6 Feb to 5 Mar (month 11)</a>	£2,754,689.21	£86,254.35	£2,668,434.86	£0.00
<a href="#">6 Jan to 5 Feb (month 10)</a>	£2,869,751.68	£72,269.55	£2,797,482.13	£0.00
<a href="#">6 Dec to 5 Jan (month 9)</a>	£2,985,653.21	£91,526.88	£2,894,126.33	£0.00

**Peahen payroll services PAYE records**

[Annual statements](#)  
[Payments history](#)  
[Upcoming payments](#)  
[Overdue payments](#)  
[Employment Allowance status](#)

---

**Client references**

Employer PAYE reference: 003/AB1234567C  
Accounts Office reference: 003-003  
Client name: [Billy Jones](#)  
Your ref: AB123C  
[Client details](#)

**PAYE services**

[Appeal a penalty](#)  
[File a return](#)

**Notices**

[RTI notices](#)  
[Tax code notices](#)  
[Student loan notices](#)  
[Employer notices](#)  
[Generic notifications](#)

**Notice settings**

[Statutory notices](#)  
[Generic notices](#)

# Annual statements (2)

- Click on any of these 5 links to navigate to required pages:
- Annual statements – Monthly statements also are accessed from here
  - Payment History
  - Upcoming payments
  - Overdue payments
  - Employment Allowance status

This will show a summary of the charges, credits and payments for the tax year with a breakdown for each month. If you select the tax period [link](#) this will take you to the monthly statement.

GOV.UK Business tax account

[PAYE for employers client list](#)

## PAYE for employers: annual statements

**!** Coronavirus (COVID-19): you must continue to submit your FPSs and EPSs as normal. Your PAYE bills are not being deferred.

Wages of all employees, including employees on temporary leave (furloughed) due to coronavirus, must be subject to Income Tax and National Insurance as normal.

See [coronavirus \(COVID-19\): business support](#) for more about financial support for businesses and claiming wage costs for furloughed employees.

### Tax year 6 April to 5 April 2020

How long does it take for a [submission or payment to appear?](#)

▶ [What this table shows](#)

Tax period	Charges	Credits	Payments	Owed	Notices
<b>Earlier year update bill for 2019 to 2020</b>	<b>£193,401.68</b>	<b>£0.00</b>	<b>£193,249.49</b>	<b>£152.19 overdue</b>	<a href="#">RTI notices</a> <a href="#">Tax code notices</a> <a href="#">Student loan notices</a> <a href="#">Employer notices</a> <a href="#">Generic notifications</a>
Employment Allowance bill for 2019 to 2020	£3,000.00	£0.00	£3,000.00	£0.00	<b>Notice settings</b> <a href="#">Statutory notices</a> <a href="#">Generic notices</a>
<a href="#">6 Mar to 5 Apr (month 12)</a>	£3,863,898.62	£89,271.86	£3,774,626.76	£0.00	
<a href="#">6 Feb to 5 Mar (month 11)</a>	£2,754,689.21	£86,254.35	£2,668,434.86	£0.00	
<a href="#">6 Jan to 5 Feb (month 10)</a>	£2,869,751.68	£72,269.55	£2,797,482.13	£0.00	
<a href="#">6 Dec to 5 Jan (month 9)</a>	£2,985,653.21	£91,526.88	£2,894,126.33	£0.00	

**Peahen payroll services PAYE records**

- [Annual statements](#)
- [Payments history](#)
- [Upcoming payments](#)
- [Overdue payments](#)
- [Employment Allowance status](#)

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**Client references**

Employer PAYE ref: 901/ABCDEF001  
Accounts Office ref: 840PZ00002232  
Your ref: CH247  
[Client details](#)

**PAYE services**

- [Appeal a penalty](#)
- [File a return](#)

**Notices**

- [RTI notices](#)
- [Tax code notices](#)
- [Student loan notices](#)
- [Employer notices](#)
- [Generic notifications](#)

**Notice settings**

- [Statutory notices](#)
- [Generic notices](#)

# Annual statements (3)

JUL (month 3)				
6 May to 5 Jun (month 2)	£2,785,785.55	£57,574.25	£2,728,211.30	£0.00
6 Apr to 5 May (month 1)	£2,899,551.33	£69,689.41	£2,829,862.22	£0.00
<b>Total PAYE charges</b>	<b>£34,645,088.53</b>	<b>£912,925.95</b>	<b>£33,732,010.39</b>	<b>£152.19</b>
<b>Other charges</b>				
Late filing penalty for P11D(b)	£100.00	£0.00	£100.00	£0.00
<b>Late payment penalty for Earlier Year Update bill</b>	<b>£300.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£300.00</b>
P11D Class 1A NICs Charge	£45,450.16	£0.00	£45,450.16	£0.00
<b>Totals</b>	<b>£400.00</b>	<b>£0.00</b>	<b>£100.00</b>	<b>£300.00</b>

Charges

Payments

Credits

Totals for Year

Other charges including late filing and payment penalties will be shown here.

Other years' annual statements are available here.

## Your payments

[View your payment history](#)

## Other years annual statements

[Current tax year 6 April 2020 to 5 April 2021](#)

[Tax year 6 April 2018 to 5 April 2019](#)

[Tax year 6 April 2017 to 5 April 2018](#)

[Tax year 6 April 2016 to 5 April 2017](#)

[▶ Get help with this service](#)

# Annual statements (4)

Click on Tax period links e.g. [6 March to 5 April \(month 12\)](#) and this will take you to the monthly statement

Overdue payments will also be identified here. This example is for a quarterly payer.

PAYE for employers client list

## PAYE for employers: annual statements

**!** Coronavirus (COVID-19): you must continue to submit your FPSs and EPSs as normal. Your PAYE bills are not being deferred.

Wages of all employees, including employees on temporary leave (furloughed) due to coronavirus, must be subject to Income Tax and National Insurance as normal.

See [coronavirus \(COVID-19\): business support](#) for more about financial support for businesses and claiming wage costs for furloughed employees.

### Current tax year

How long does it take for a [submission or payment to appear?](#)

▶ [What this table shows](#)

Tax period	Charges	Credits	Payments	Owed
<a href="#">6 Mar to 5 Apr (month 12)</a>	£516.64	£123.45	£0.00	£393.19
<a href="#">6 Feb to 5 Mar (month 11)</a>	£516.60	£123.44	£0.00	£393.16
<a href="#">6 Jan to 5 Feb (month 10)</a>	£516.60	£123.44	£0.00	£392.97
<a href="#">6 Dec to 5 Jan (month 9)</a>	£516.30	£123.42	£0.00	£392.88 overdue
<a href="#">6 Nov to 5 Dec (month 8)</a>	£516.46	£123.32	£0.00	£393.14 overdue
<a href="#">6 Oct to 5 Nov (month 7)</a>	£516.60	£123.50	£0.00	£393.10 overdue
<a href="#">6 Sep to 5 Oct (month 6)</a>	£516.64	£123.45	£393.19	£0.00
<a href="#">6 Aug to 5 Sep (month 5)</a>	£516.50	£123.45	£393.05	£0.00
<a href="#">6 Jul to 5 Aug (month 4)</a>	£516.64	£123.45	£393.19	£0.00
<a href="#">6 Jun to 5 Jul (month 3)</a>	£516.60	£123.44	£393.16	£0.00
<a href="#">6 May to 5 Jun (month 2)</a>	£516.40	£123.43	£392.97	£0.00
<a href="#">6 Apr to 5 May (month 1)</a>	£516.40	£123.43	£392.97	£0.00
<b>Total PAYE charges</b>	<b>£6,198.18</b>	<b>£1,481.21</b>	<b>£2,358.53</b>	<b>£2,358.44</b>

### Your payments

### Peahen payroll services PAYE records

- [Annual statements](#)
- [Payments history](#)
- [Upcoming payments](#)
- [Overdue payments](#)
- [Employment Allowance status](#)

### Client references

Employer PAYE ref: 901/ABCDEF001  
Accounts Office ref: 840PZ00002232  
Your ref: CH247  
[Client details](#)

### PAYE services

- [Appeal a penalty](#)
- [File a return](#)

### Notices

- [RTI notices](#)
- [Tax code notices](#)
- [Student loan notices](#)
- [Employer notices](#)
- [Generic notifications](#)

### Notice settings

- [Statutory notices](#)
- [Generic notices](#)

## Monthly statement (1)

This page is accessed from the Annual Statements screen. The Monthly statement shows a breakdown of payments and liabilities for a specific tax month.

This section shows the Full payment submissions (FPS) liabilities including:

- Income tax
- Student and Postgraduate Loan Deductions
- Employer's NICs
- Employees' NI deductions
- In-year Class 1A NICs

If they are a negative amount they will show in the Credits section.

These sections will show any other liabilities including:

- Construction Industry
- Apprenticeship Levy (Note – this wasn't shown on the old screens)
- Other charges – including Interest charged by HMRC for late payment

PAYE for employers client list

### PAYE statement (month 12)

Period: 6 Mar to 5 April 2020

<b>Charges</b>	<b>£3,863,898.62</b>
<a href="#">View breakdown</a>	
<b>Full Payment Submission (FPS)</b>	
Income Tax	£1,460,338.29
Student and Postgraduate Loan Deductions	£33,931.00
Employer's NICs	£1,237,932.45
Employees' NI deductions	£939,924.05
In-year Class 1A NICs	£22,158.96
	<b>£3,694,284.75</b>
<b>Construction Industry Scheme (CIS)</b>	
CIS	£120,457.85
	<b>£120,457.85</b>
<b>Employer Payment Summary (EPS)</b>	
Apprenticeship Levy	£48,021.20
	<b>£48,021.20</b>
<b>Other charges</b>	
Interest	£1,134.82
	<b>£1,134.82</b>

**Peahen payroll services**  
**PAYE records**

- [Annual statements](#)
- [Payments history](#)
- [Upcoming payments](#)
- [Overdue payments](#)
- [Employment Allowance status](#)

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**Client references**

Employer PAYE ref: 901/ABCDEF001  
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[Client details](#)

**PAYE services**

- [Appeal a penalty](#)
- [File a return](#)

**Notices**

- [RTI notices](#)
- [Tax code notices](#)
- [Student loan notices](#)
- [Employer notices](#)
- [Generic notifications](#)

**Notice settings**

- [Statutory notices](#)
- [Generic notices](#)

# Monthly statement (2)

This section shows a summary of any credits shown on the Employer Payment Summary (EPS). These could include:

- CIS Deductions suffered
- Maternity Pay
- Paternity Pay
- Other credits such as Repayment interest

Note: Credits claimed for month X are not always allocated to the bill for month X.

This section shows summary of the Payments made

**Credits** **£89,271.86**

[View breakdown](#)

### Employer Payment Summary (EPS)

CIS Suffered	£20,000.00
Maternity Pay	£63,384.75
Paternity Pay	£5,782.06
	<b>£89,166.81</b>

### Other credits

Repayment Interest Credit	£105.05
	<b>£105.05</b>

**Payments** **£3,774,626.76**

[View breakdown](#)

24 April 2020	£3,395.80
20 April 2020	£3,771,230.96
	<b>£3,774,626.76</b>

Total due by 22 April 2020 **£20,000.00**

[Pay bill](#)

[← Previous month](#)  
6 Feb to 5 Mar

[▶ Get help with this service](#)

# Monthly statement - a further example

The total of all charges is shown here with an option below to expand the information and see the full charge breakdown by selecting the 'View breakdown' link.

This link will show a full breakdown of any credits

This link will show a full breakdown of any payments

GOV.UK Business tax account

PAYE for employers client list

## PAYE statement (month 12)

Period: 6 Mar to 5 April 2021

<b>Charges</b>	<b>£516.64</b>
<a href="#">View breakdown</a>	
<b>Full Payment Submission (FPS)</b>	
Income Tax	£146.29
Student and Postgraduate Loan Deductions	£33.00
Employer's NICs	£123.45
Employees' NI deductions	£93.05
	<b>£395.79</b>
<b>Construction Industry Scheme (CIS)</b>	
CIS	£120.85
	<b>£120.85</b>
<b>Credits</b>	<b>£123.45</b>
<a href="#">View breakdown</a>	
<b>Employer Payment Summary (EPS)</b>	
Employment Allowance for month 12, 2020 to 2021	£123.45
	<b>£123.45</b>
<b>Payments</b>	<b>£0.00</b>
<a href="#">View breakdown</a>	
	<b>£0.00</b>

**Peahen payroll services PAYE records**

- [Annual statements](#)
- [Payments history](#)
- [Upcoming payments](#)
- [Overdue payments](#)
- [Employment Allowance status](#)

**Client references**

Employer PAYE ref: 901/ABCDEF001  
Accounts Office ref: 840PZ00002232  
Your ref: CH247  
[Client details](#)

**PAYE services**

- [Appeal a penalty](#)
- [File a return](#)

**Notices**

- [RTI notices](#)
- [Tax code notices](#)
- [Student loan notices](#)
- [Employer notices](#)
- [Generic notifications](#)

**Notice settings**

- [Statutory notices](#)
- [Generic notices](#)

## Payment history

This page shows all the payments received in a tax year, and the tax month(s) to which the payment (or parts thereof) was allocated.

This shows that the payment was split between Month 10 and Month 11 but part of the payment remained unallocated

Selecting and clicking on these links will take you to the Monthly statement where the payment has been allocated.

GOV.UK Business tax account

PAYE for employers client list

### Record of your PAYE payments

Payments received 6 April 2019 to 5 April 2020

Payments you make to HMRC are credited to your account as soon as HMRC receives them, but it can take up to 7 days to update this page.

Date received	Allocation	Amount
21 Mar 2020	Part of this payment is unallocated (£29,000.01) <a href="#">6 Feb 2020 to 5 Mar 2020 (month 11)</a> (£2,668,434.86) <a href="#">6 Jan 2020 to 5 Feb 2020 (month 10)</a> (£2000.00)	£2,699,434.87
22 Feb 2020	<a href="#">6 Jan 2020 to 5 Feb 2020 (month 10)</a> (£2795482.13) <a href="#">6 Dec 2019 to 5 Jan 2020 (month 9)</a> (£2000.00)	£2,797,482.13
20 Jan 2020	<a href="#">6 Dec 2019 to 5 Jan 2020 (month 9)</a>	£2,892,126.33
22 Dec 2019	<a href="#">6 Nov 2019 to 5 Dec 2019 (month 8)</a>	£2,799,133.62
22 Jul 2020	<a href="#">6 Jun 2019 to 5 Jul 2019 (month 3)</a>	£393.16
21 Nov 2019	<a href="#">6 Oct 2019 to 5 Nov 2019 (month 7)</a>	£2,615,271.78
22 Jun 2020	<a href="#">6 May 2019 to 5 Jun 2019 (month 2)</a>	£392.97
22 Oct 2019	<a href="#">6 Sep 2019 to 5 Oct 2019 (month 6)</a>	£2,642,139.64
25 Sep 2019	Late filing penalty for P11D(b)	£100.00
20 Sep 2019	<a href="#">6 Aug 2019 to 5 Sep 2019 (month 5)</a>	£2,387,289.77
22 Aug 2019	<a href="#">6 Jul 2019 to 5 Aug 2019 (month 4)</a>	£2,925,433.82
1 Aug 2019	Employment Allowance bill for 2019 to 2020	£3,000.00
22 Jul 2019	<a href="#">6 Jun 2019 to 5 Jul 2019 (month 3)</a>	£2,473,748.67

**Peahen payroll services PAYE records**

- [Annual statements](#)
- [Payments history](#)
- [Upcoming payments](#)
- [Overdue payments](#)
- [Employment Allowance status](#)

**Client references**

Employer PAYE ref: 901/ABCDEF001  
Accounts Office ref: 840PZ00002232  
Your ref: CH247  
[Client details](#)

**PAYE services**

- [Appeal a penalty](#)
- [File a return](#)

**Notices**

- [RTI notices](#)
- [Tax code notices](#)
- [Student loan notices](#)
- [Employer notices](#)
- [Generic notifications](#)

**Notice settings**

- [Statutory notices](#)
- [Generic notices](#)

# Payment History continued

Here, a P11D Class 1A NICs bill was covered by this payment

Using these links you can look back at previous years payment history

GOV.UK Business tax account

PAYE for employers client list

## Record of your PAYE payments

Payments received 6 April 2020 to 5 April 2021

Payments you make to HMRC are credited to your account as soon as HMRC receives them, but it can take up to 7 days to update this page.

Date received	Allocation	Amount
28 Sep 2020	Earlier year update bill for 2019 to 2020	£193,249.49
25 Sep 2020	<a href="#">6 Sep 2019 to 5 Oct 2019 (month 6)</a>	£393.19
20 Sep 2020	<a href="#">6 Aug 2019 to 5 Sep 2019 (month 5)</a>	£393.05
22 Aug 2020	<a href="#">6 Jul 2019 to 5 Aug 2019 (month 4)</a>	£393.19
22 Jul 2020	<a href="#">6 Jun 2019 to 5 Jul 2019 (month 3)</a>	£393.16
19 Jul 2020	P11D Class 1A NICs Charge	£45,450.16
22 Jun 2020	<a href="#">6 May 2019 to 5 Jun 2019 (month 2)</a>	£392.97
22 May 2020	<a href="#">6 Apr 2019 to 5 May 2019 (month 1)</a>	£392.97
24 Apr 2020	<a href="#">6 Mar 2019 to 5 Apr 2019 (month 12)</a>	£3,395.80
20 Apr 2020	<a href="#">6 Mar 2019 to 5 Apr 2019 (month 12)</a>	£3,771,230.96

**Other years**

- [Tax year 6 April 2019 to 5 April 2020](#)
- [Tax year 6 April 2018 to 5 April 2019](#)
- [Tax year 6 April 2017 to 5 April 2018](#)
- [Tax year 6 April 2016 to 5 April 2017](#)

[Get help with this service](#)

**Peahen payroll services PAYE records**

- [Annual statements](#)
- [Payments history](#)
- [Upcoming payments](#)
- [Overdue payments](#)
- [Employment Allowance status](#)

**Client references**

Employer PAYE ref: 901/ABCDEF001  
Accounts Office ref: 840PZ00002232  
Your ref: CH247  
[Client details](#)

**PAYE services**

- [Appeal a penalty](#)
- [File a return](#)

**Notices**

- [RTI notices](#)
- [Tax code notices](#)
- [Student loan notices](#)
- [Employer notices](#)
- [Generic notifications](#)

**Notice settings**

- [Statutory notices](#)
- [Generic notices](#)

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PAYE for employers client list

### All your upcoming payments

**!** Coronavirus (COVID-19): you must continue to submit your FPSs and EPSs as normal. Your PAYE bills are not being deferred.

Wages of all employees, including employees on temporary leave (furloughed) due to coronavirus, must be subject to Income Tax and National Insurance as normal.

See [coronavirus \(COVID-19\): business support](#) for more about financial support for businesses and claiming wage costs for furloughed employees.

**£393.19 PAYE bill for month 12, 2020 to 2021**  
[see breakdown](#)

Pay bill

**£393.16 PAYE bill for month 11, 2020 to 2021**  
[see breakdown](#)

Pay bill

**£392.97 PAYE bill for month 10, 2020 to 2021**  
[see breakdown](#)

Pay bill

[Get help with this service](#)

### Peahen payroll services PAYE records

- [Annual statements](#)
- [Payments history](#)
- [Upcoming payments](#)
- [Overdue payments](#)
- [Employment Allowance status](#)

### Client references

Employer PAYE ref: 901/ABCDEF001  
Accounts Office ref: 840PZ00002232  
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[Client details](#)

### PAYE services

- [Appeal a penalty](#)
- [File a return](#)

### Notices

- [RTI notices](#)
- [Tax code notices](#)
- [Student loan notices](#)
- [Employer notices](#)
- [Generic notifications](#)

### Notice settings

- [Statutory notices](#)
- [Generic notices](#)

Bill due 22 April 2021

Bill due 22 April 2021

Bill due 22 April 2021

# Upcoming payments

This page shows payments due today or in the future

This example shows a quarterly bill payer and shows the amounts becoming due for Months 10, 11 and 12.

This link takes you to the Monthly statement for this month

This provides a link to pay the bill

On the Overdue payments page, Overdue payments will show in red



# Employment Allowance status

This page shows whether the employer is receiving employment Allowance for the current tax year, or not.

This shows whether the Employer is receiving Employment Allowance for the current tax year.

These links provide more information on Employment Allowance, guidance on eligibility and how to make a claim.

PAYE for employers client list

## You are not currently receiving Employment Allowance for tax year 6 April 2021 to 5 April 2022

You need to claim Employment Allowance every tax year.

There is [new guidance on GOV.UK about claiming Employment Allowance annually](#). The [guide to eligibility and how to make a claim](#) has also been updated.

If you made a claim and it was rejected, you should have received an [automated message from HMRC](#).

### Peahen payroll services PAYE records

[Annual statements](#)  
[Payments history](#)  
[Upcoming payments](#)  
[Overdue payments](#)  
[Employment Allowance status](#)

### Client references

Employer PAYE ref: 901/ABCDEF001  
Accounts Office ref: 840PZ00002232  
Your ref: CH247  
[Client details](#)

### PAYE services

[Appeal a penalty](#)  
[File a return](#)

### Notices

[RTI notices](#)  
[Tax code notices](#)  
[Student loan notices](#)  
[Employer notices](#)  
[Generic notifications](#)

### Notice settings

[Statutory notices](#)  
[Generic notices](#)

