

ACCOUNTANT PAYROLL VERSION 4.1.9

WHAT THIS RELEASE DOCUMENT CONTAINS

This document contains the relevant information for upgrading and running Accountant version 4.1.9 for the 2009-2010 tax year.

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Please note that all tables shown are advisory and that a copy of this information may be obtained from your HMRC or Benefits Office.

The Employers CD-ROM, issued by HM Revenue & Customs contains a concise guide to the end of year and the year to come.

You should have received one disk/CD. Load it directly BEFORE you wish to print end of year documents and re-organise the file for the New Year. This disk contains both the End of Year layouts for 2008-2009 AND new programs for 2009-2010. The Parameter Update program will be included.

- ** TAKE A FULL BACKUP BEFORE PRINTING END OF YEAR STATIONERY **
- ** RETAIN THIS DATA UNTIL YOUR DOCUMENTS HAVE BEEN ACCEPTED **

- ** MAKE SURE YOU UPDATE AND ACCEPT THE TAX AND N.I. RATES **
- ** FOR 2009-2010 **BEFORE** THE FIRST PAY RUN OF THE NEW TAX YEAR **

UPGRADING TO ACCOUNTANT PAYROLL VERSION 4.1.9

Before installing the Accountant version 4.1.9 over existing programs, we **strongly** recommend that a **full** backup is taken of all working directories. The new programs can then be copied. The contents of the disks may be copied in any order, unless the delivery note advises otherwise.

Once the new programs have been copied over, **REINDEX** all data files and create or re-create the search indexes.

Most users will be able to upgrade the Accountant by using the <F5 UPDATE> option of the Accountant Date screen.

To get to the date, choose <F1 DATE> from the Accountant Master Menu. If you do not have an <F5 UPDATE>, then details of how you can still upgrade are included later in the document.

```
+-----+
              01 ACCOUNTANT MASTER MENU                      06 APR 2009
+-----+

The system date & time are :-

Tuesday 6th April 2009 at 14:56:36

Do you wish to ACCEPT these, or ENTER new ones?

<F1 HELP >><F2 ACCEPT >><F3 ENTER >><F4 AUTO-Q >><F5 UPDATE >>          >><F7 FINISH >
+-----+
```

Choose option <F5 UPDATE> to upgrade your Accountant.

```
+-----+
              01 ACCOUNTANT PROGRAM UPDATE                    06 APR 2009
+-----+

Load Update CD in drive D:

Use COPY-1 to update programs on a standard or standalone setup,

COPY-2 to update Networked programs if the ATTRIB program has been used to
determine program access settings,

or COPY-3 to update Networked programs if the FLAG program has been used to
fix the program settings.

If you press <F4 DRIVE> or <F5CD DRIVE>:

Enter new DISK/CD drive letter

<F1 COPY-1 >><F2 COPY-2 >><F3 COPY-3 >><F4 DRIVE >><F5 CDDRIVE>><F6 OTHERS >><F7 FINISH >
+-----+
```

Take option <F1 COPY-1> to copy on any upgrade disk you have. If you are on a network, it may be that your Accountant programs are secured either using ATTRIB or FLAG. If this is so, options <F2 COPY-2> for 'ATTRIBed' or <F3 COPY-3> for 'FLAGed' programs may be used instead. See your network supervisor for more details.

Option <F4 DRIVE> allows for the drive letter for programs to be updated from to be changed.

Option <F5CD DRIVE> allows you to specify the drive letter for upgrades sent out on CD.

All programs sent out on CD will be found in a directory called \ACCOUNTS. <F5CD DRIVE> will prompt you for the letter of your CD drive and automatically copy programs from the \ACCOUNTS directory.

```
-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
                                01 ACCOUNTANT PROGRAM UPDATE                                06 APR 2009
A:PAYTRAN.EXE
A:PAYTYE.EXE
A:PAYTYE2.EXE
A:PAYWFTC.EXE
A:UFOPAY.EXE
A:PAYEXT2.EXE
A:PAYEXT1.EXE
A:PAYCALCR.EXE
A:PAYCALCM.EXE
A:PAYCALCP.EXE
A:PAYCALCQ.EXE
A:PAYCAR2.EXE
A:PAYCOPY.EXE
A:PAYCQ.EXE
A:PAYDBE.EXE
A:PAYEMP.EXE
A:PAYENQ.EXE
A:PAYGLOB.EXE
      33 file(s) copied

Update complete - check error messages & copy on the NEXT disk or FINISH.
<F1 NEXT ><      ><      ><      ><      ><      ><      ><      ><      ><      ><      ><      ><
-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
```

If you have more than one update disk to load press <F1 NEXT> to return to the Update menu.
If you have finished updating, press <F7 FINISH> to return to the Accountant Master Menu.

Also refer to section **3. INSTALLATION & IMPLEMENTATION** in the Accountant **Systems Implementation Manual**.

The 2008-2009 end of year prints and file re-organisation **MUST** be run with the version 4.1.9 programs loaded.

Accountant Payroll Parameter Update.

Everyone gets the Payroll Parameter Update Program. It will be on your 4.1.9 Upgrade disk.

This Payroll Add-on feature allows automatic update of the Payroll Parameters, ready for the start of the new financial year 2009-2010. There are 2 versions of this feature, a single payroll update version and a multi-payroll version.

This program is run from the program drive.

The program will allow the Payroll Control Questionnaires to be changed in compliance with the new Tax, National Insurance, Car N.I (Class 1A), SSP, SMP, SAP and SPP Rates, and the Employers Payment Rates. It also confirms the correct settings are on the Student Loan Repayment parameters, as there is no change from the last tax year.

By choosing option 4 - Update Tax & N.I Rates, on the Payroll Utilities Menu, you will be able to automatically change the payroll parameters.

If you are using the Single Payroll version, the update is only for the payroll you are in (i.e. if you have Weekly & Monthly payrolls in a company, each one will need to be run separately).

The Multi-Payroll version has an extra option on Update Menu allowing ALL Payroll Parameters, for ALL companies, to be updated at the same time.

```
+-----+
      01 ACCOUNTANT PAYROLL QUESTIONNAIRE UPDATE                      06 APR 2009
Security Number: PY999909

UPDATE Monthly Tax & N.I. details for Tax Year 2009-2010
(to be used in the first pay calculation run on, or after, 06 APR 2009)

WARNING: TAKE A FULL BACKUP OF ALL PAYROLLS BEFORE USING THIS FEATURE.

PLEASE NOTE: ONLY QUESTIONNAIRE FILES ARE UPDATED HERE.

                ANY TAX CODE CHANGES MUST BE MADE SEPARATELY.
                PLEASE REFER TO THE RELEASE NOTES.

The STANDARD rates for SSP SMP SPP and SAP reimbursement, compensation
and recovery will be used, where applicable.

<F1 UPDATE ><          ><F3 UPD ALL><          ><F5 SML BUS><          ><F7 FINISH >
+-----+
```

The program warns you to make sure that a Full Backup of your data has been taken before the option is used.

Press <F1 UPDATE> to continue and update the Control Questionnaire for the current Payroll in the new financial year.

<F3 UPD ALL> gives the option to update the Questionnaires of all Payrolls present in the current installation.

<F5 SML BUS> allows for the small business rates for SSP etc to be used instead of the standard rates.

```
+-----+
      01 ACCOUNTANT PAYROLL QUESTIONNAIRE UPDATE                      06 APR 2009
Security Number: PY999909

Questionnaire update for tax year 2009-2010 complete.

<          ><          ><          ><          ><          ><F6CONTINUE><          >
+-----+
```

Accountant sends a diagnostic summary of any changes to a special audit spool file, allowing checks to be made on the updated file structure. When prompted, press <F6 CONTINUE> at this point.

Once the Parameter update has finished, it is suggested that the Payroll Control Questionnaire(s) are printed out and checked against the figures issued by the Inland Revenue.

This Payroll's parameters are now ready for the new financial year.

ACCOUNTANT v4.1.9 CONTROL QUESTIONNAIRE CHANGES

There is a special program available to update the Payroll Control Questionnaire for the new tax year. The operation of this program is described on the previous page.

NI Contributions percentage rates, earnings limits and earnings brackets from 6 April 2009.

From the Payroll Control Questionnaire menu select: National Insurance Rates (4) and then <F4 CURRENT>.

Please Note: The following screen layouts do not conform the schematics issued by the Inland Revenue in their document 'Inland Revenue Notes for Payroll Software Developers'.

WEEKLY RATES

```

+-----+
ACCOUNTANT : PAYROLL CONTROL QUESTIONNAIRE                                06 APR 2009
National Insurance contributions :                                         Current rates

      Bandwidth      Not-contracted-out      Contracted-out
      Bandwidth      employee employer      employee employer
1 .  95.00          0.00% .... 0.00%          0.00% .... 0.00%
2 . 110.00          11.00% .... 12.80%         9.40% .... 9.10%
3 .  770.00         11.00% .... 12.80%         11.00% .... 12.80%
4 .  844.00          1.00% .... 12.80%          1.00% .... 12.80%
5 .    0.00          0.00% .... 0.00%          0.00% .... 0.00%
6 .    0.00          0.00% .... 0.00%          0.00% .... 0.00%

Employee's Not-contracted-out reduced rate . 4.85%
Employee's Contracted-out reduced rate ..... 4.85%

COMP'S N.I. differential percentage..... 2.30

Start period ..... 01

<F1 FORWARD><F2 BACK >>          >>          >>          >>          >><F7 FINISH >
+-----+

```

MONTHLY RATES.

```

+-----+
ACCOUNTANT : PAYROLL CONTROL QUESTIONNAIRE                                06 APR 2009
National Insurance contributions :                                         Current rates

      Bandwidth      Not-contracted-out      Contracted-out
      Bandwidth      employee employer      employee employer
1 .  412.00          0.00% .... 0.00%          0.00% .... 0.00%
2 .  476.00          11.00% .... 12.80%         9.40% .... 9.10%
3 . 3337.00         11.00% .... 12.80%         11.00% .... 12.80%
4 . 3656.00          1.00% .... 12.80%          1.00% .... 12.80%
5 .    0.00          0.00% .... 0.00%          0.00% .... 0.00%
6 .    0.00          0.00% .... 0.00%          0.00% .... 0.00%

Employee's Not-contracted-out reduced rate . 4.85%
Employee's Contracted-out reduced rate ..... 4.85%

COMP'S N.I. differential percentage..... 2.30

Start period ..... 01

<F1 FORWARD><F2 BACK >>          >>          >>          >>          >><F7 FINISH >
+-----+

```

Checking Tax Bandwidths :

From the Payroll Control Questionnaire menu select: Income Tax, 3.

```

+-----+
          ACCOUNTANT : PAYROLL CONTROL QUESTIONNAIRE                      06 APR 2009
Income tax : CHANGE ON 6TH APRIL 2009

Rate      Bandwidth      Total
1 . 20.00% .... 37400.00      37400.00
2 . 40.00% ....      0.00
3 .  0.00% ....      0.00
4 .  0.00% ....      0.00
5 .  0.00% ....      0.00
6 .  0.00% ....      0.00
7 .  0.00% ....      0.00
8 .  0.00% ....      0.00
9 .  0.00% ....      0.00
10 . 0.00% ....

Basic rate of tax .... 01

Regulatory limit .. 50.00%
(K code only)

<F1 FORWARD><F2 BACK ><      ><      ><      ><      ><F7 FINISH >
+-----+
  
```

SSP, SMP, SPP and SAP rates and earnings brackets from 6 April 2009

From the Payroll Control Questionnaire menu select: SSP, SMP, SPP and SAP rates, 4

```

+-----+
          01 ACCOUNTANT : PAYROLL CONTROL QUESTIONNAIRE                      06 APR 2009

Statutory sick pay :      Statutory maternity pay:      Statutory paternity pay:
Rate  Bandwidth      Standard rate .. 123.06      Standard rate .. 123.06
1. 79.15 .... 95.00      Higher rate .... 90.00%      Weeks liability .... 02
2.  0.00 ....  0.00
3.  0.00 ....  0.00      Total liability .... 39
4.  0.00 ....  0.00      Higher rate (weeks). 06
5.  0.00 ....  0.00
6.  0.00 ....  0.00

Weeks liability . 28

Statutory adoption pay:
Standard rate .. 123.06
Weeks liability .... 39

<F1 ACCEPT ><F2 AMEND ><F3 UNDO ><      ><      ><      ><F7 FINISH >
+-----+
  
```

SSP Reimbursement, SMP, SPP and SAP Compensation/Recovery Rates (NO CHANGE)

These rates are NOT in the Control Questionnaire, but are reached from the Payroll Master Menu - Payment Procedures <4>, then choosing Employer's Payment Summary <7>.

On pressing F5 <PARMTERS>, new rates of S.A.P/S.P.P recovery and compensation can be entered. These are currently set to the same figures as S.M.P. Some small businesses can have differing rates, (shown here below the standard rates). Consult your Inland Revenue office if you are not sure if you qualify for the "Small Business" rates. These figures have not changed since last year.

```

+-----+
|          01 ACCOUNTANT PAYROLL PAYMENTS          |          06 APR 2009          |
+-----+-----+
| Payments      Employer's payment summary          | Company      01          |
|               Warning - The Update option should be run | Document     |
|               once every tax month.                  | date 06/04/2009      |
+-----+-----+
| Miscellaneous parameters                             |
|
| SSP reimbursement percentage . 13.00%
|
| SMP compensation percentage .. 0.00%
| SMP recovery percentage ..... 92.00%
|
| SPP compensation percentage .. 0.00%
| SPP recovery percentage ..... 92.00%
|
| SAP compensation percentage .. 0.00%
| SAP recovery percentage ..... 92.00%
|
| <F1 ACCEPT ><F2 AMEND ><F3 UNDO ><          ><          ><          >
+-----+

```

(Small Business Rates – If applicable)

```

+-----+
|          01 ACCOUNTANT PAYROLL PAYMENTS          |          06 APR 2009          |
+-----+-----+
| Payments      Employer's payment summary          | Company      01          |
|               Warning - The Update option should be run | Document     |
|               once every tax month.                  | date 06/04/2009      |
+-----+-----+
| Miscellaneous parameters                             |
|
| SSP reimbursement percentage . 13.00%
|
| SMP compensation percentage .. 4.50%
| SMP recovery percentage ..... 100.00%
|
| SPP compensation percentage .. 4.50%
| SPP recovery percentage ..... 100.00%
|
| SAP compensation percentage .. 4.50%
| SAP recovery percentage ..... 100.00%
|
| <F1 ACCEPT ><F2 AMEND ><F3 UNDO ><          ><          ><          >
+-----+

```

Student Loan Deductions :

```

+-----+
|          01 ACCOUNTANT PAYROLL MAINTENANCE          |          06 APR 2009          |
+-----+-----+
| Maintenance      Student Loan Repayment Details File | Company      01          |
+-----+-----+
| Student Loan Repayment parameters                   |
|
| Annual Threshold ..... 15000
|
| Rate of Student Loan recovery .. 9.00%
|
| <F1 ACCEPT ><F2 AMEND ><F3 UNDO ><          ><          ><          ><F7 FINISH >
+-----+

```

Class 1A Fuel Scale charges for National Insurance Contributions (Class 1A NICs) 2007/2008

NOTE: These tables only need entering for employers wishing to still use the Payroll to help calculate Employers Class 1A National Insurance Contributions for Company Cars.

From the Payroll Utilities Main Menu (U) select: Car NI Contributions (1) followed by: General Parameters (5)

```

+-----+
01 ACCOUNTANT : CAR N.I. CONTRIBUTIONS                                06 APR 2009
+-----+

Miscellaneous parameters

Tax Year start date ..... 06/04/08
NIC percentage ..... 12.80%

Diesel supplement 1 ..... 3.00%
Diesel 1 start CO2 % ..... 15.00%
Diesel supplement 2 ..... 0.00%
Diesel 2 start CO2 % ..... 0.00%
Diesel supplement 3 ..... 0.00%
Diesel 3 start CO2 % ..... 0.00%

Electric/Battery reduction . 6.00% Fuel Type E.
Hybrid/electric reduction .. 3.00% Fuel Type H.
Hybrid below minimum % ..... 0.00% Fuel Type H.

Bi-fuel LPG/petrol reduct'n. 2.00% Fuel Type B.
Bi-fuel below minimum % .... 2.00% Fuel Type B.

Bi-fuel LPG/petrol reduct'n. 0.00% Fuel Type C.

<F1 NEXT ><          ><          ><          ><          ><          ><F7 FINISH >
+-----+

```

```

+-----+
01 ACCOUNTANT : CAR N.I. CONTRIBUTIONS                                06 APR 2009
+-----+

Cars with no approved CO2 emissions
+-----+
Engine Size (cc)  Pre 1998  1998 or later
+-----+
upto      1400      15.00%   15.00%
+-----+
1401 to   2000      22.00%   25.00%
+-----+
over      2000      32.00%   35.00%
+-----+

FUEL Scale charges
+-----+
Cylinder capacity  Fuel  Diesel
+-----+
upto      1400      14400  14400
+-----+
1401 to   2000      14400  14400
+-----+
over      2000      14400  14400
+-----+

<F1 CO2 ><F2 FUEL ><F3PREVIOUS><          ><          ><          ><F7 FINISH >
+-----+

```


Electronic Filing for 2008-2009

Accountant has the option to produce a Generic Flat File (.GFF). Online filing is compulsory only for companies with over 50 employees. Small (Less than 50 employees) may use this system if they wish.
See <http://www.hmrc.gov.uk/employers/onlineindex.htm> for more details.

This file will allow the payroll P14's to be sent to the Inland Revenue electronically. The 'rules' for what the contents of various fields are more stringent when filing online. The following must be in place to avoid any electronic payment being rejected by the Inland Revenue.

- 1) The employees FIRST INITIAL and ADDRESS must be present on an employee record
- 2) NOTHING but the surname can be in the SURNAME field. Any other information held there, such as first name, can be removed either within Accountant, or by amending the record after it has been imported into the IBS system but BEFORE electronic transfer
- 3) Temporary NI Numbers are not valid. (E.g. TNddmmyX). You must obtain an NI number for all employees before doing the transfer. The Inland Revenue helpline can assist with this task.

An 'Add on' piece of software is then required to import this .GFF file and electronically send it to the Inland Revenue.

From Choosing 'Produce Generic Flat File (Internet) (Option 5)'

```
+-----+
|          ACCOUNTANT PAYROLL PRODUCE GENERIC FLAT FILE          |          31 MAR 2009          |
+-----+
| Year end                                                    Company      01 |
|                                                            Tax year 08 - 09 |
+-----+
| Creating P14/P60 details GENERIC flat file for Tax Year 2007-2008 |
|
| The file will be called - P141.GFF |
|
| And created on drive - C |
|
| <F1 ACCEPT ><F2 UNDO ><F3 DRIVE ><F4FILENAME><          >> >>F7 FINISH > |
+-----+
```

Change the <FILE NAME> or <DRIVE> if required, then <ACCEPT>. The system will SPOOL or PRINT the accompanying error report, if errors are found, and provide a company totals print.

```
+-----+
|          ACCOUNTANT PAYROLL PRODUCE GENERIC FLAT FILE          |          31 MAR 2009          |
+-----+
| Now Processing                                                    Company      01 |
| Dept 003/0666                                                    Tax year 08 - 09 |
+-----+
|
| The file is called : 01P141.GFF |
|
| A total of 143 employee's have been processed. |
|
| ERRORS have been detected - please check the error report (- if errors are found) |
|
| <          >>          >>          >>          >>          >>          >>F6CONTINUE><F7 FINISH > |
+-----+
```

The file name is in the format ccP14x.GFF where cc is the Company Number and x is 1,2,3,4 or M for the type of payroll.

Errors detected will **need to be corrected** and THE EXPORT ROUTINE RE-RUN. An acceptable file (no errors) **MUST** be created before the rest of the Year End procedure can be carried out. Every time you create a file, it automatically overwrites any previous attempt made from within that payroll.

The error detection is as required by the Inland Revenue Payroll Standard, and has been updated for 2008-09

Once the file has been produced successfully, it can be read into either our recommended transfer software, or to your own choice of transfer software.

Remember: a P60 will still need to be printed. This is your employees' copy. It can be printed by using the Print P14/60 options as described beforehand. P14/60's can be used, discarding the top two sheets. (Leaving the P60), a P60 is also available in three different formats.

There are options to merge payrolls from the same company, and also merge payrolls from different companies. If you are transferring and sending only one company at a time, these options can be ignored by pressing the <F7 FINISH> option. If you do wish to merge more than one company, (they **MUST** have the same Tax District/Code) then this can be done by following the on screen instructions, or by calling the support line for more advice.

The IBS PAYROLL End of year Transfer Program

For Accountant users who want to file electronically using the .GFF file, Accountant Software recommends the use of THE IBS PAYROLL end of year data transfer.

This end of year transfer program has been specially written to allow the import of your Accountant payroll data. The imported data can be checked and amended if needed. The data can then be transmitted to the Inland Revenue on your behalf. 'On Screen' audits for successful or unsuccessful transmissions can be viewed.

There will be a separate 'users guide' available, in word format, for anyone who wishes to use this software.

Requirements for the system are:

Windows XP or Vista

Internet Explorer 6

For more details call Accountant Software Ltd on 01384 562106, or email us on support@accountant.uk.com.
You could also contact your local dealer.

Summary of other changes in this Payroll for tax year 2009-2010, plus other recent changes.

Version 4.1.9. will run alongside version 4.0.6 or later of other modules, but we strongly advise that ALL software is upgraded to the latest release.

There is a new A4 pre-printed payslip option, printing one to a page. (New form F38 is available from April)

A new option within the standard payroll is the ability to enter large 'one-off' payments or bonuses in whole pounds, over and above the current maximum amount of £99999.99. Please note that the **total Gross** for the employee still cannot exceed £999,999.99 in any financial year.

Any of the first five Temporary Pre Tax Addition fields can be set up as '**CHILDCARE**'. Payments for 'Childcare' can be made in accordance with the HMRC guidelines. I.E. Payments free of NI and Tax up to the permitted maximum. The amount entered will be retained for the next pay run. Please consult the necessary HMRC documentation before using this feature.

The 'Copy Payroll data files' option allows for archive copies of the data made. This means multiple copies of the data can be made to any disk drive. Drive B can now be automatically recognised to identify a special sub-directory used for making copies of data to be sent in for analysis or end of year filings.

There are options to perform Nett to Gross calculations. As usual, this basic option will be expanded to suit customers' requirements. Please call for further details.

Option to print P60 information reports is also available

Payroll Rollback now allows Individuals, departments or whole payrolls to be "undone"

Also available are the following:

Ability to re-print any payslip created whilst the history option is turned on.

Electronically process your end of year data. (Chargeable Extra)

Special utilities to run under Windows XP, NT or 2000 (Restrictions apply - version 4.1.2 at least of all modules necessary).

Optional printing via printer ports 1 to 6 - including options to automatically print to 2 ports at once.

The ability to print recently deleted spool files. (At least version 4.1.7. Utilities necessary.)

More extensive compressed print on/off options for operation on a laser or sheet feed printer including the ability to automatically turn compressed print on at start-up.

It is now possible to run Accountant using a printer which is not DOS compatible. Special utilities are required for this option.

Optional payment links to Royline and Hexagon. (Chargeable Extra)

Report Generator version 4.1.9.will read all Payroll fields. This will be available shortly.

Holiday Days taken can be printed on the payslip.

Both three-part Security and portrait single-part continuous P60's are available for end of year prints

Important Information about Maximum Weeks in SMP in 2007 onwards.

According to the HMRC document E12 (2007)

Women expecting a baby on or after 1 April 2007 who satisfy the qualifying conditions are entitled to a **maximum of 39 weeks SMP**.

The Accountant Payroll Control Questionnaire sets the Maximum weeks to 39. However, any employee present on the payroll system before 1 April 2007 may have their maximum SMP weeks still set at the old rate of 26 weeks. The maximum weeks indicator for an individual employee should be checked and altered as necessary (employees record, third screen)

Emergency Tax Code:

Emergency Tax code for 2009-2010 from 6 April 2009 is **647L** — We recommend you confirm this with your local HMRC office

Support Department.

Telephone: 01384 562106 Fax: 01384 412344

E-Mail: support@accountant.uk.com