

# Payroll factcard

## Income tax rates

UK (other than Scotland)	2023/24	2024/25
20% (UK basic rate)	£0 - £37,700	£0 - £37,700
40% (UK higher rate)	£37,701 - £150,000	£37,701 - £125,140
45% (UK additional rate)	£150,001 +	£125,141 +
Scotland	2023/24	2024/25
19% (Scottish starter rate)	£0 - £2,162	£0 - £2,306
20% (Scottish basic rate)	£2,163 - £13,118	£2,307 to £13,991
21% (Scottish intermediate rate)	£13,119 - £31,092	£13,992 to £31,092
42% (Scottish higher rate)	£31,093 - £125,140	£31,093 to £62,430
45% (advanced rate)	Not Applicable	£62,431 to £125,140
47%/48% (Scottish top tax rate)	£125,141+	£125,141+

## Key payroll dates

Annual	
<b>6 April</b>	Start of tax year
<b>31 May</b>	Forms P60 due to employees for the year ended on 5 April
<b>1 June</b>	Provide summaries of any payrolled benefits to employees
<b>6 July</b>	Forms P11D and P11D(b) for the year ended on 5 April due to HMRC and copies to employees concerned
<b>19 July</b>	Class 1A NIC due for the year ended 5 April (or 22 July if paying electronically)
<b>1 April</b>	National Living / Minimum Wage rate annual increase
<b>5 April</b>	End of tax year
Ongoing	
Full payment submissions (FPS): must be submitted on or before the date on which employees are paid (unless exception applies)	
Employer payment summaries (EPS): if required, can be sent up to two weeks after the end of the tax month (ie by 19th)	
Deadline for postal/electronic payments of PAYE to reach HMRC: 19th/22nd of month (employers who expect their average net monthly PAYE payment to be less than £1,500 may pay quarterly instead of monthly)	

## Mileage rates (per business mile in employees' own vehicles)

Vehicle	Up to 10,000 miles	Over 10,000 miles
Privately owned car	45p	25p
Bicycle	20p	20p
Motorcycle	24p	24p

# Payroll factcard

Common tax codes	<b>L:</b> Eligible for the basic personal allowance	<b>S/C:</b> Use Scottish/Welsh tax rates	<b>BR/D0/D1:</b> Tax all income at 20%/40%/45%
<b>OT:</b> Tax all income at the appropriate rate without the benefit of a personal allowance	<b>NT:</b> No tax to be taken from income	<b>K:</b> Income to be taxed exceeds allowances	<b>Emergency:</b> 1257L W1, 1257L M1, 1257L X

## Register with HMRC

You are paying your employee at or above the Lower Earnings Limit (LEL)
The employee already has another job
They are receiving a state, company or occupational pension
You are providing them with employee benefits

## Lower Earnings Limit (LEL)

Pay reference period	2023/24	2024/25
Weekly	£123	£123
Monthly	£533	£533
Annually	£6,396	£6,396

## National Living/Minimum Wage

Pay reference period	From 1 April 2023	From 1 April 2024
Aged 23+/21+	£10.42	£11.44
Aged 21-22	£10.18	Not Applicable
Ages 18-20	£7.49	£8.60
Aged 16-17/Apprentice rate	£5.28	£6.40

## Auto-enrolment

Earning triggers 2024/25		
Per year	Per month	Weekly
£10,000	£833	£192
Qualifying Earnings: lower level		
Per year	Per month	Weekly
£6,240	£520	£120
Qualifying Earnings: upper level		
Per year	Per month	Weekly
£50,270	£4,189	£967
Contribution rates: since 6 April 2019		
Employer minimum	Total minimum	
3%	8% (including 5% from worker)	

# Payroll factcard

## Class 1 National Insurance

Employee contributions		
	2023/24	2024/25
Primary threshold (PT)	£242 per week £1,048 per month £12,570 per year	£242 per week £1,048 per month £12,570 per year
Upper earnings limit (UEL)	£967 per week £4,189 per month £50,270 per year	£967 per week £4,189 per month £50,270 per year
Rates	From 6 April 2023 to 5 January 2024 12% on earnings between PT and UEL 2% on excess over UEL From 6 January 2024 to 5 April 2024 10% on earnings between PT and UEL 2% on excess over UEL	8% on earnings between PT and UEL 2% on excess over UEL
Employer contributions		
	2023/24	2024/25
Secondary threshold (ST)	£175 per week £758 per month £9,100 per year	£175 per week £758 per month £9,100 per year
Rates	13.8% on earnings over ST	13.8% on earnings over ST
Class 1A/1B	13.8%	13.8%
Employment Allowance	Eligible employers can reduce their employer NIC's by up to £5,000 per year	Eligible employers can reduce their employer NICs by up to £5,000 per year

## PAYE thresholds

Pay reference period	2023/24	2024/25
Weekly	£242	£242
Monthly	£1,048	£1,048
Annually	£12,570	£12,570

## Statutory payments

	2023/24	2024/25
Statutory sick pay (SSP)	£109.40	£116.75
Statutory Maternity Pay (SMP)/ Adoption Pay (SAP) First six weeks	90% of average weekly earnings	90% of average weekly earnings
SMP/SAP Remaining 33 weeks/ Statutory Paternity Pay (SPP)/Shared Parental Pay (ShPP)	Lower of: £172.48 or 90% of average weekly earnings	Lower of: £184.03 or 90% of average weekly earnings
Qualifying earnings threshold	£123 per week	£123 per week