

# Deadlines for companies

Last Updated: 21 July 2016

Every UK taxpayer has filing obligations and deadlines. There are penalties for late and inaccurate submissions.

## Companies

Tax/other obligation	Deadline	Penalty
Corporation Tax return	12 months after end of accounting period	<p><b>Depends on how late:</b></p> <ul style="list-style-type: none"> <li>1 day: £100</li> <li>3 months: another £100</li> <li>6 months: 10% of unpaid tax</li> <li>12 months: another 10% of unpaid tax</li> </ul> <p>If late more than 3 times in a row the £100 penalties increase to £500.</p>
Corporation Tax payment	9 months and 1 day after end of accounting period (unless taxable profits over £1.5m then have to pay instalments)	No penalty for late payment, but interest charged at applicable rate (3% since September 2009).
VAT (if registered)	1 month and 7 days after quarter end	<p>Surcharges can apply if you don't file (or pay in full) by the deadline more than once in a 12 month period.</p> <p>Level of surcharge depends on turnover and number of failures, ranging from 2% to 15% of the VAT outstanding.</p>
PAYE (if an employer) RTI return	On or before payment made to an employee	<p><b>In year submissions:</b></p> <ul style="list-style-type: none"> <li>Can be up to 3 days late without penalty</li> <li>Special rules apply in numerous situations</li> </ul> <p>Final submission:</p> <ul style="list-style-type: none"> <li>£100 per 50 employees for each month.</li> </ul>
PAYE payment	<p>19th/22nd of each month (if making manual/electronic payment) unless arranged for a quarterly or annual scheme</p> <p>Class 1A NICs: 19th/22nd of July (if making manual/electronic payment) following the end of the tax year</p>	<p><b>Late monthly and quarterly payments:</b></p> <ul style="list-style-type: none"> <li>1% to 4% of late amount depending on how many more times a payment is made late</li> <li>No penalty if only one payment is late in any tax year, unless more than six months late</li> <li>5% if more than six months late</li> <li>A further 5% if still not paid after 12 months</li> </ul> <p><b>Annual payments (e.g. Class 1A NICs and PAYE Settlement Agreements):</b></p> <ul style="list-style-type: none"> <li>Up to three penalties of 5% of the amount that is late, depending on the length of time that the amount is not paid in full</li> </ul>

## SME accounting

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## Deadlines for companies (cont.)

Tax	Deadline	Penalty
Employment Related Securities annual returns: Eg. Form 42, EMI40, etc	6 July following the end of the tax year	<b>Depends on how late:</b> <ul style="list-style-type: none"> <li>1 day: £100</li> <li>3 months: £300</li> <li>6 months: £300</li> <li>9 months: £10 a day</li> </ul>
Employment Intermediaries quarterly returns	5 August 5 November 5 February 5 May	<b>Depends on number of late filings in 12 month period:</b> <ul style="list-style-type: none"> <li>First: £250</li> <li>Second: £500</li> <li>Third and subsequent: £1,000</li> </ul> Continued failure may also lead to daily penalties.
CIS returns	19th of each month	<b>Depends on how late:</b> <ul style="list-style-type: none"> <li>1 day: £100</li> <li>2 months: £200</li> <li>6 months: Higher of £300 and 5% of CIS deductions</li> <li>12 months: Higher of £300 and 5% of CIS deductions</li> <li>Beyond this additional penalties can be up to the higher of 100% of the CIS deductions and £3,000.</li> </ul>
ATED returns and payment	Existing properties: annual return and payment due 30 April each year  New properties: return and payment due within 30 days of acquisition	<b>Late return:</b> <ul style="list-style-type: none"> <li>1 day: £100</li> <li>3 months: £10 per day up to 90 days</li> <li>6 months: higher of £300 and 5% of tax due</li> <li>12 months: higher of £300 and 5% of tax due.</li> <li>Further penalties can apply if over 12 months late and taxpayer deliberately withholds information.</li> </ul> <b>Late payment:</b> <ul style="list-style-type: none"> <li>30 days: 5% of tax due</li> <li>6 months: 5% of tax outstanding at that date</li> <li>12 months: 5% of tax outstanding at that date</li> </ul>
Companies House: Annual filing of accounts	9 months after end of financial year (6 months if public company)	<b>Depends on how late:</b> <ul style="list-style-type: none"> <li>Up to 1 month: £150</li> <li>1 - 3 months: £375</li> <li>3 - 6 months: £750</li> <li>Over 6 months: £1,500</li> </ul> Penalties are doubled if late more than 2 years in a row.

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