

RTI Payroll Compliance Checklist

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HOW TO USE THIS TEMPLATE

1. Enter your business name and select the payroll month
2. Work through each task and update the Status column
3. Use the dropdown to mark each task: Not started / In progress / Complete / N/A
4. The summary band at the top tracks your completion progress
5. Blue cells are input fields - all other cells are protected

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[Logo]

Business name:

Acme Trading Ltd

Month:

June 2025

TOTAL TASKS	COMPLETED	OUTSTANDING	PERIOD
12	5	9	June 2025

MONTHLY TASKS				
Task	Due Date	Responsible	Status	Notes
Run payroll for all employees	Pay date		Complete	
Submit Full Payment Submission (FPS) on cPay date			Complete	
Submit Employer Payment Summary (EPS) 5th of month			Complete	
Pay employees on scheduled pay date	Pay date		Complete	
Issue payslips to all employees	Pay date		Complete	
Check RTI submission accepted by HMRC	Next working day		Not started	
Pay PAYE/NI to HMRC (19th postal, 22nd of month)	22nd of month		Not started	
Update P32 employer payment record	22nd of month		Not started	

QUARTERLY TASKS				
Task	Due Date	Responsible	Status	Notes
Check Employment Allowance claimed if eligible	Quarterly		Not started	
Reconcile payroll to nominal ledger	Quarterly		Not started	

ANNUAL TASKS				
Task	Due Date	Responsible	Status	Notes
Submit final FPS or EPS with final submission	5 April		Not started	
Issue P60s to all employees	31 May		Not started	
Submit P11D for expenses and benefits	6 July		Not started	
Pay Class 1A NI on P11D (19 July postal, 22 July)	22 July		Not started	

Tasks completed:

5