



Dear Customer

Following last year's very successful end of year Payroll Seminars, we have this year decided to offer a number of opportunities for you, or your staff, to attend as a refresher/reminder of procedures that need to be undertaken. The courses will be run in more of a workshop forum, as we expect smaller groups this year.

Many of you will have already successfully submitted electronically (over the past two tax years) and may not feel the need to attend this time around. Documentation will be available on the COINS website for those of you who have the confidence and experience to carry out the process without attending the sessions. Payroll users who are running their first year-end in COINS payroll are encouraged to attend, to ensure a smooth year-end submission and transition into the new tax year.

A particularly important part of these sessions will be an overview of 2004/5 legislation changes for online submission.

Attached is an agenda for the seminar/workshop, together with a booking form. It would be appreciated if you could confirm your booking as soon as possible and make clear reference of the attendees and invoice contact. You can also book your place for workshops via the COINS website (www.coins-global.com).

Troy Munroe
Head of Coins Support



COINS UK Payroll Seminars

**February and March 2007
(see booking form for dates)**

**Coins Head Office, 10-12 The Grove, Slough
SL1 1QP**

AGENDA

- Registration:** 10am – 10.30am
- Seminar:** 10.30am – 3pm with lunch
- Who Should Attend:** All staff required to perform Year-End Payroll Procedures
- Learning Objectives:** To understand how to perform Year-End Payroll Procedures, what the common pitfalls are, and how to avoid them

Content:

- **Week 53 Payments**
- **Year end statutory requirements**
- **Reconciling of NI and PAYE, including Best Practice**
- **Printing P60s**
- **Printing P35s**
- **Running the Year-End Clearing Routine**
- **Update NI Tables**
- **Amending Tax Tables**
- **Important dates**
- **Running "Start Pay Process"**
- **Other useful procedures**
- **Overview of online submission**
- **Legislation changes for the year –**

P60 and P14 forms now include SPP and SAP

**P35 now includes new fields in the summary section which are as follows:
SPP recovered, NIC compensation on SPP, SAP recovered and NIC compensation on SAP. NIC rebate claimed has been removed.**

Pre-requisites: Familiarity with COINS Payroll.

Cost: £250 per person plus VAT



COINS UK Payroll Seminars

February and March 2007

COINS Head Office, 10-12 The Grove,
Slough SL1 1QP

BOOKING FORM

Please book the following delegate/delegates on to COINS Payroll Seminar

Name.....Position.....

Name.....Position.....

Name.....Position.....

Company.....

Address.....

E-mail address.....Tel No.....

Date required *please tick*

19th February 20th February

26th February 27th February

7th March 13th March

14th March 19th March

27th March 28th March



Cost £250 per person plus VAT

Please issue invoice to:

Name:	
Company:	
Address:	
Phone:	
Fax:	
Email Address:	

Please e-mail to: chris.mcgibbon@coins-global.com

Alternatively you can fax your booking form on 01753 711010, for the attention of Chris McGibbon