



Apprentice Levy – Pay User Guide

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General Information

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Apprenticeship Levy – the facts

Introduction

From 6th April 2017, the way the government funds apprenticeship in England is changing. Some employers will be required to contribute to a new apprenticeship levy, and there are changes to the funding for apprenticeship training for all employers.

This guide relates to the Apprenticeship Levy, the employer tax which is applied as a result of the employer paybill which is handled by HM Revenue & Customs (HMRC). Guidance in relation to training funding is not part of payroll or the operation of PAYE and is separate. Funding is handled by various other government departments and devolved administrations.



Apprenticeship Levy – What is it

From 6 April 2017, Employers have to pay the Apprenticeship Levy if they have an annual pay bill of more than £3 million. This is achieved by applying an annual Apprenticeship Levy allowance of £15,000. This means the Apprenticeship Levy amount is reduced by £15,000 across the year on a monthly cumulative basis. The employer cannot claim any unused allowance into the next tax year.

If a business starts or stops being a business part way through the tax year, they use the full annual Apprenticeship Levy allowance against the amount of the levy that they owe.

Group Employer with multiple Payroll and Tax Groups - How to allocate the allowance

The Apprenticeship Levy allowance of £15,000 can be allocated between:

- Payroll and all PAYE schemes
- Any connected companies or charities

The group employer must decide how to split the allowance between each payroll and Tax Grouping and report to HMRC how they have allocated the allowance from the first time they have to pay the Apprenticeship Levy. Employers are not permitted to change the share of the allowance until the start of a new tax year.

What if the business structure changes?

The employer must continue to apply the levy allowance that was allocated at the beginning of the tax year if, part way through the year:

- you become a connected employer (such as by merging with or acquiring another company)
- the structure of your group of connected companies or connected charities changes

You can decide how you allocate your levy allowance across your connected companies or charities at the start of the next tax year.

Public Body Employers

Public bodies each get a full Apprenticeship Levy allowance as they aren't considered to be connected companies.

NHS trusts and other health service bodies (such as Scottish Health Boards, Welsh Local Health Boards or Irish Health and Social Care Trusts) are considered to be companies and therefore have to follow the connected companies rule.

Public bodies which are charities must follow the rules for connected charities.

How is the levy calculated?

The levy calculation forms part of the SD Worx reporting Tax Reference Reconciliation Summary and is automatic.

This report calculates what each employer split owes (at payroll and tax group PAYE reference level). The Apprenticeship Levy is charged at 0.5% of the annual pay bill.

You can also use HMRC's Basic PAYE Tools to help you work out how much you need to pay.

An example SD Worx automated calculation is as follows:

- Divide the Apprenticeship Levy allowance by 12.
- Subtract this figure from 0.5% of the monthly pay bill.

For each of the following months:

- Calculate the total pay bill for the year to date (this is held against data item N908 at individual level).
- Add up the monthly levy allowances for the year to date.
- Subtract the levy allowance for the year to date from 0.5% of the total pay bill for the year to date.
- Subtract the amount of the levy previously paid.

If you begin paying the levy part way through the tax year, you'll need to calculate how much of your annual allowance has been accumulated in the current year. Divide your full annual allowance by 12 and multiply by the number of months since the start of the tax year. This figure is your allowance for the first month you report the levy.

Any unused allowance can be carried forward into the next month within the same tax year.

Other considerations

An employer still needs to pay Apprenticeship Levy even if they already contribute to an industry-wide training levy arrangement, for example the Construction Industry Training Board Levy.

Reporting how much you owe (paybill is over £3 million annually)

From 6 April 2017, the employer must tell HMRC how much Apprenticeship Levy they owe for each PAYE scheme each month if either of the following apply:

- your annual pay bill (including any connected companies or charities) in the previous tax year was more than £3 million
- you think your annual pay bill (including any connected companies or charities) for the tax year will be more than £3 million

If you've started paying Apprenticeship Levy, you'll need to continue reporting it until the end of the tax year even if your annual pay bill turns out to be less than £3 million by tax year end.

Paybill was under £3 million annually last year

Where the annual paybill is under £3 million in the prior tax year, then the employer may exempt themselves from the operation of the Apprenticeship Levy until the annual pay bill (including any connected companies or charities) unexpectedly increases to more than £3 million. When this happens then reporting must commence and the calculation is undertaken using the full annual £15,000 allowance on an annual basis until the end of the tax year. In the following new tax year, the exemption must be removed.

How is the Apprenticeship Levy reported and to whom?

Connected companies or charities each need to tell HMRC how much Apprenticeship Levy they owe each tax month for the PAYE reference on the Employer Payment Summary (EPS) and include the following (these are reported on the Tax Reference Reconciliation Summary):

- the amount of the annual Apprenticeship Levy allowance you've allocated to that PAYE scheme
- the amount of Apprenticeship Levy you owe to date in the current tax year

If there is no levy amount in the tax year then the employer does not need to report Apprenticeship Levy on the EPS.

Record keeping

As with all PAYE records, the employer must retain records for at least 3 years after the tax year to which they relate. Under the statute of limitations, there is wisdom in retaining records for 6 years after the tax year to which they relate (but this is not an HMRC legal obligation).

Changes to your pay bill

Report any changes to the Apprenticeship Levy as a result of changes to your pay bill on your next EPS. The individual pay bill amounts are maintained by using data elements N901, N902 and N908.

If errors are found in the total annual pay bill at the end of the tax year, then the employer must submit an extra EPS with the correct Apprenticeship Levy for the full tax year and pay over what is owed.

Employers with modified PAYE schemes

For employers that operate a modified PAYE scheme, there is no change to the operation of National Insurance Contributions. The employer must use a best estimate of all earnings that are subject to Class 1 secondary NICs and apply this to data item N901 to check if you need to pay the Apprenticeship Levy. You'll need to submit an EPS each month using these estimated figures.

Tax Year End

At the end of the tax year, the employer should:

- check your estimated pay bill against the actual figures for the tax year
- submit an additional EPS to correct any difference and pay any Apprenticeship Levy owed

The Tax Year End update process will adjust relevant paybill earnings and reflect adjustments of the Apprenticeship Levy on the associated Tax Reference Reconciliation Summary.

How to pay the levy to HMRC

The employer pays the Apprenticeship Levy each month through the PAYE process in the same way as paying Income Tax or National Insurance contributions. The levy is applied to the tax payment on the Tax Reference Reconciliation values.

If you've overpaid Apprenticeship Levy during the year, you'll receive a refund as a PAYE credit and the Apprenticeship Levy payments are a deductible expense for Corporation Tax.

When the levy applies in specific sectors

Franchises

Franchises with an annual pay bill of over £3 million (including any connected companies or charities) will have to pay the levy. You'll have an annual allowance of £15,000 for all of the franchises under your control. You can choose to share the allowance across the franchises you control or across your PAYE schemes.

Off-payroll working in the public sector

Payments from a public sector employer to a personal service company, a partnership or other individual which are subject to [off-payroll working reforms](#) must be included in the public sector employers pay bill. This is because the public sector employer will be liable to pay the Class 1 NICs for workers engaged through such intermediaries from April 2017.

These changes don't apply for services provided through intermediaries such as a personal service company to clients in the private sector.

Short-lived companies

Short lived companies such as special purpose vehicles will have to pay the levy if they're liable for Class 1 secondary NICs. You'll have a full £15,000 allowance if the special purpose vehicle has been set up part way through the tax year. You'll have to check whether you're connected to another company or charity at the start of the following tax year.

Managed service companies

If you're a [managed service company](#) you'll have to pay the levy if you have an annual pay bill of over £3 million. If you're connected to another employer, you may have to pay the levy if your pay bill is less than £3 million.

Employment or recruitment agencies

You'll need to pay the levy if all the following apply:

- you supply labour (including subcontractors) to a client
- you pay Class 1 secondary NICs on the earnings of those workers
- your pay bill exceeds £3 million (including any connected companies or charities)

Joint ventures

If you're in a joint venture partnership where 2 companies each have a 50% share in a further company, neither company will have overall control. As a result, the joint venture would not be connected to any other companies. The 2 companies and the joint venture would therefore each be entitled to their own levy allowance of £15,000.

Other types of joint ventures will get a full £15,000 allowance if they've been set up part way through the tax year. They'll need to check if they're connected to another employer at the start of the next tax year to work out their allowance for the following year.

Schools

For voluntary-aided schools, foundation schools and academies, the governing body is the employer and each is entitled to an allowance of £15,000.

For other maintained schools, the local authority is the employer and the local authority has one annual allowance of £15,000.

Multi-academy trusts will get a single annual allowance of £15,000 to be shared.

If a school becomes an academy part way through a tax year, the academy's governing body will be responsible for the Apprenticeship Levy from this point and get a full allowance of £15,000.

SD Worx and the Apprenticeship Levy

The SD Worx Pay solution and service assists the employer with their legal obligations in the following way:

- A new payroll process data item is introduced from April 2017 onwards to record the secondary NI earnings for each individual that makes up the employer pay bill (as this can be different to the NI earnings values especially where there is no actual NI contribution due - i.e. those who earn under the LEL, under 25 apprentices, under 21s etc). The accumulation is automatic. New data items N901, N902 and N908 are introduced to facilitate manual overrides or service employee transfer values from one payroll to another.
- Ability for the employer to assign the annual offset allowance allocation of the tax year (a value in whole pounds between £0 and £15,000) to the payroll and tax group - this is required to be provided to enable the levy calculation in applying the levy to the group employer paybill that exceeds £3 million.
- Enhancement to the online Tax Reference Reconciliation Summary report to provide the employer with the calculation of the Apprenticeship levy based on the employer pay bill and the offset allowance for the relevant tax month
- Where the SD Worx Employer Payment Summary (EPS) submission service is used, the ability to submit the relevant: Levy amount, Offset Allowance and Tax Month, else the employer must report these values themselves on the EPS submission.
- Facilities are also available to exclude an employer from the Apprenticeship Levy if they would normally have a pay bill of less than £3m per annum. If the exclusion limit is exceeded, then an annualised Apprenticeship Levy calculation will be triggered and continue for the remainder of the tax year.

Apprenticeship Levy – Paybill (or earnings for Secondary NI)

For the calculation of the Apprenticeship Levy (which applies to employers from 6th April 2017 onwards), there is a need for the accumulation of earnings at employee level that are subject to secondary NI assessment. This would include amounts under the Lower Earnings Limit which may not normally be recorded for NIC purposes, but equally exclude earnings for foreign workers (those with NI contribution letter X using N001 X who have no UK secondary NI liability and employers with secondary NI exemptions (such as diplomatic missions) with N006 X.

To facilitate the calculation of the employers Apprenticeship Levy within the Tax Reference Reconciliation Summary, at employee level a new earnings accumulation field containing the individual employee Paybill is introduced and populated as part of the ongoing pay calculations.

When manual or adhoc adjustment are undertaken, it is important for the employer to ensure that the PayBill value year to date is appropriately updated to reflect the mid period correction.

The Employer Paybill individual makeup items are available on two SD Worx online reports and are also available for export.



PayBill amount has been added to each employee detail on the Employee Gross Earnings Related NI Contributions for payroll paying from 6th April 2017 onwards. This value is also available for user defined export and reports:

Employee Gross Earnings Related NI Contributions

Payroll Name :	SIMONS EXAMPLE	Payroll Number :	123456
Period Run Type:	Live	Tax Yr/Period :	17/18 - 07
Credit Date :	25-Oct-2017	Next Credit Date :	25-Nov-2017

Emp. No	Name	Cost Code	NI	Type	Gross NIable Earnings				PayBill	
					To LEL	LEL To PT	PT to UEL	Over UEL	Total	Total
0000001	ADAM, A		A	T/Time	486.00	186.00	734.00	0.00	1,406.00	1,730.00
0000001	ADAM, A			T/ Date	3,402.00	1,302.00	5,138.00	0.00	9,842.00	12,035.00
Emp Totals				Total T/Time	486.00	186.00	734.00	0.00	1,406.00	1,730.00
				Total T/Date	3,402.00	1,302.00	5,138.00	0.00	9,842.00	12,035.00
0000002	BARKER, B		M	T/Time	0.00	0.00	0.00	0.00	0.00	100.00
0000002	BARKER, B			T/ Date	0.00	0.00	0.00	0.00	0.00	700.00
Emp Totals				Total T/Time	0.00	0.00	0.00	0.00	0.00	100.00
				Total T/Date	0.00	0.00	0.00	0.00	0.00	700.00
Comp Totals				Total T/Time	486.00	186.00	734.00	0.00	1,406.00	1,830.00
				Total T/Date	3,402.00	1,302.00	5,138.00	0.00	9,842.00	12,735.00

Paybill has also been added to the Group level equivalent report:

Group Gross Earnings Related NI Contributions

Period Run Type: Live				Tax Yr/Period : 17/18 - 07			
Credit Date : 25-Oct-2017				Next Credit Date : 25-Nov-2017			

Pay Group	Emp. No	Name	Cost Code	NI	Type	Gross NIable Earnings					PayBill
						To LEL	LEL To PT	PT to UEL	Over UEL	Total	Total
0001 - SIMONS											
	0000001	ADAM, A		A	T/Time	486.00	186.00	958.00	0.00	1,630.00	1,630.00
	0000001	ADAM, A			T/Date	2,430.00	930.00	6,811.00	464.00	10,635.00	12,035.00
	0000002	BARKER, B		M	T/Time	0.00	0.00	0.00	0.00	0.00	100.00
	0000002	BARKER, B			T/Date	0.00	0.00	0.00	0.00	0.00	700.00

SD Worx Pay and the calculation and reporting of the Apprenticeship Levy.

The calculation of the Apprenticeship Levy is undertaken as part of the SD Worx Pay Online Reporting facility on the Tax Reference Reconciliation Summary.

In addition to the standard reconciliation information for the Payroll and Tax Group (PAYE reference) information, additional information is added to report, calculate and aid pay over of the Apprenticeship Levy.

Tax Reference Reconciliation Summary

Payroll Name :	Simons Example	Payroll Number :	123456
Period Run Type:	Live	Tax Yr/Period :	17/18 - 07
Credit Date :	26-Oct-2017	Next Credit Date :	25-Nov-2017

Tax Reference	Brought Forward	Previous/Manual Adjustment	Adjustment	This Period	Net Total	Carried Forward
SIMON - 123						
Salary	69,000.00	0.00	0.00	28,567.35	28,567.35	97,567.35
Income Tax	21,603.82	0.00	0.00	8,490.07	8,490.07	30,093.89
Student Loan	0.00	0.00	0.00	0.00	0.00	0.00
			Net Income Tax	8,490.07	8,490.07	30,093.89
Employee National Insurance Contributions	710.40	0.00	0.00	1,048.67	1,048.67	1,759.07
Employer National Insurance Contributions	3,924.70	0.00	0.00	3,942.30	3,942.30	7,867.00
Employment Allowance Recovery	3,000.00	0.00	0.00	0.00	0.00	3,000.00
			Gross National Insurance Contributions		4,990.97	9,626.07
Gross NI Earnings up to LEL	29,120.00	0.00	0.00	0.00	0.00	29,120.00
Gross NI Earnings LEL to PT	11,180.00	0.00	0.00	0.00	0.00	11,180.00
Gross NI Earnings PT to UEL	28,700.00	0.00	0.00	28,567.35	28,567.35	57,267.35

A new Secondary NI Pay Bill amount is included and represents the totals for the Payroll/Tax Group (PAYE reference) being reported:

Based on the total paybill, the Levy is calculated (truncated to whole pence, then offset by the proportion of the Annual Allowance allocated to this Payroll/Tax Group (PAYE reference) for the tax month. The levy this time is the difference between the total year to date minus the levy previously paid.

The levy amount is added to the Net Income Tax value. Please note that it is the this-time amount related to this payroll as opposed to the tax month, so it is important to ensure that appropriate weekly, fortnightly or lunar pay frequency payments are accumulated to match an equivalent tax month amount for pay over. i.e. the pay over amount is the difference between the YTD amount this tax month, minus the amount already paid in a prior tax month (no matter the payroll frequency being operated).

S.n.P.P	0.00	0.00	0.00	0.00	0.00	0.00
S.h.P.P Recovery	0.00	0.00	0.00	0.00	0.00	0.00
S.h.P.P Compensation	0.00	0.00	0.00	0.00	0.00	0.00
Secondary NI Pay Bill	69,000.00	0.00	0.00	28,567.35	28,567.35	97,567.35
Levy on Pay Bill	345.00				142.84	487.84
Levy Offset	60.00				10.00	70.00
Apprenticeship Levy Due	285.00				132.00	417.00
Payment Due to HMRC						
				Net Income Tax	8,622.07	30,093.89
				Gross National Insurance Contributions	4,990.97	9,626.07
				Net Total Adjustments to NIC	0.00	3,000.00
				Amount Due	13,481.04	36,719.96
EPS Levy Reporting						
				Levy Amount Year to Date		417.00
				Tax Month		7
				Annual Levy Offset		120.00

Employers are required to report levy values on the Employer Payment Summary (EPS) via RTI (this can be undertaken either using the HMRC Basic PAYE Tools) or via the SD Worx EPS filing service. HMRC do not permit the levy to be reported on the regular Full Payment Submission (FPS) and the amount reported must reflect the full PAYE scheme in line with other EPS filing requirements.

Apprenticeship Levy Reporting – Control Parameters – Annual Review

The calculation and reporting of the apprenticeship levy is dependent on certain control parameters. These need to be reviewed annually each tax year to ensure that the correct settings are applied for each new tax year.

The employer must confirm for each Payroll and Tax Group split:

- Whether the group employer pay bill was under £3m in the previous tax year and they are exempt from Apprenticeship Levy calculation until earnings exceed £3m (expressed as Yes-exempt or No-not exempt). Default is No.
- How much of the employer group £15,000 allowance is to be allocated (expressed as whole pounds from £0 through £15,000). Default is £0.
- Whether the Employment Allowance £3,000 is to be allocated (expressed as Yes-qualifying or No-not qualifying). Default is No.

Questions and Answers about the Apprenticeship Levy

Q Why is the levy not calculated at individual level each pay period?

A The levy calculation is set in law and the requirements are those set out by HM Revenue & Customs (HMRC). The calculation is an employer level only calculation with a single whole pence truncation point, and truncated allowance amount and a whole pounds truncated levy amount. A calculation at employee level would not match. The allowance offset against the levy is not set against employees but shared across a group employer. It is also a monthly calculation regardless of the frequency of the employee level payroll frequency. Some employers may want a means of costing or cross charging an estimated amount of levy. SD Worx Pay offers the ability for non-pay and non-deduction items which equally can be not displayed to the employee which may be suitable. SD Worx Consultancy Service may be able to assist.

Q The levy only applies to England, so how do you exclude Scottish resident employees or the Welsh?

A The levy applies to all employees in the UK. There is no exclusion of any of the devolved nation resident employees. The confusion arises as the funding of apprenticeships is different across the devolved nations. However, Scotland, Wales and Northern Ireland will get a share of the levy amount paid by employer based on the proportion of employees that HMRC believe are resident across the devolved nations. The HMRC view and employer view of residency may differ! Promotion of the HMRC Personal Tax Account and encouragement of employee to keep HMRC informed of their current residency address may assist.

Q How do we identify Apprentices so that the levy amount can be correctly deducted?

A Apprentices have no relevance to the Apprenticeship Levy amount. It is important to notify the payroll of Apprentices, especially when they are aged under 25 and notify the start and stop dates of the apprenticeship to ensure that the Under 25 NI for apprentices is applied. It has no relevance to the Apprenticeship Levy paid by employers.

Q Will the levy appear on Costing and General Ledgers from the payroll process?

A The payroll calculation on employee pay does not carry out the calculation of the Apprenticeship Levy as it is an employer level monthly calculation and offset by an allowance and so there is a question of how? Therefore, it cannot form part of costing or General Ledgers as standard. Employers are advised to treat the levy as a centralised cost in a similar way to the handling of the £3,000 employment allowance. It is possible to potentially cost a notional payroll calculation amount (for example 0.5% calculation on NIable pay earnings accumulator). This notional value will not and cannot match the actual levy amount calculation as there are considerable offset and rounding point differences.

Q Why are you not reporting the levy amount on the regular Full Payment Submission to HM Revenue & Customs

A HMRC have not introduced any capability to report the levy amounts or the secondary NI paybill on the regular FPS submission via RTI - This is a design of HMRC and their technology partners. It is HMRC that requires the employer to report the values on the monthly Employer Payment Summary (EPS); after all, it is a tax on the employer and is associated with the monthly pay over to HMRC of Tax and National Insurance.

Q Will the Paybill amount match the HMRC value of Gross Earnings for NI reported on the Full Payment Submission (FPS)?

A The simple answer is that if it does then it is a coincidence. The earnings for primary NI reported on the Full Payment Submission (FPS) can be different to the earnings for secondary NI that is used for the Apprenticeship Levy paybill. For example, employees who have no primary NI liability may have NI earnings of zero reported on the FPS submission to HMRC (that would be correct), however, their earnings may be counted as part of secondary NI earnings for the purposes of the paybill (for example those earnings below the Lower Earnings Limit and that would be correct also). Equally where an employee has a primary liability but the employer has no secondary NI liability, then the primary earnings will be present on the FPS but for the Apprenticeship Levy calculation the secondary NI earnings would be zero (and that would also be correct). So although for many they match, there are numerous scenarios where they may be different. The secondary NI earnings (the paybill) used for the Apprenticeship Levy calculation is not a reportable item to HMRC. Another example of where they may be different is for new starter with start period pro-ration. For primary NI the earnings would be split between the two periods (some may fall below the LEL), for the calculation of the paybill it would not.

Q Why is the information on Apprenticeship Levy so late?

A SD Worx have been providing information regularly at its conferences, blogs and LinkedIn group over the past two years. HMRC, BIS and DFE (the government) have been developing the legislation over a significant period of time with some delays due to the European Referendum in 2016, equally there are impacts on the devolved governments of Scotland, Wales and Northern Ireland. Unfortunately, HMRC have not been able to release definitive requirement information in a timely manner and payroll software and service providers have been placed in a position of preparation based on draft or unconfirmed proposals which have subsequently changed. However, SD Worx have applied the changes in line with the government required timetables and reacted in an extremely timely manner. SD Worx will support our customers who equally find themselves having to react to late notified information. For example, HMRC changed elements of published guidance on 1st February 2017 for legislation that applies from 6th April 2017 (where payroll will process in March 2017 in preparation).

Q Can SD Worx provide us with the amount that will be allocated to our English Apprenticeship Funding Account.

A The simple answer is no unless all employees are treated as English by HMRC. Allocations are made in accordance with the HMRC view on the residency of employees with a share being paid over to the relevant devolved government. In England any allocation is presently enhanced by 10% and the employer has two years to utilise any funds placed into the online account. Please note that there may be times when the levy amount allocated may be clawed back, for example, where the paybill reduces and is not over a rate of £3 million per annum any longer (on a pro-rata cumulative basis in later months). The payment of bonuses can also distort the monthly levy amount depending on when the bonus payments are made.

Apprenticeship Levy - Payroll related data Items

Paybill N90n where n is 1 for positive adjustment, 2 for negative adjustment, 8 for replace.

This facility enables the correction of the individual paybill value which is accumulated for the employer calculation of the Apprenticeship Levy

Use N288 to replace the director's gross Earnings to-date and N908 to replace the paybill amounts.

Format 1

pppppppppppp

Where ppppppppppp is the director's new total Earnings for NI to-date, in pence, up to 11 numeric characters.

Example

The director's total Earnings for NI to-date is changed to £3757.50:

N908 375750

Format 2

pppppppppppp/z

Where ppppppppppp is the new total Earnings for Paybill to-date, in pence, up to 11 numeric characters, and z is the contribution letter.

Example

The total Earnings for Paybill is changed to £9755.20, for letter A:

N908 975520/A

Notes

- The following NI letters are valid: A, B, C, G, H, J, M, R, T, W or Z. There is no secondary NI paybill for NI letter X (N001 X) or where there is diplomatic immunity or the employer has no place of business in the European Union (N006 X)
- At each payroll process, SD Worx Pay uses the NI'able Earnings and the contribution letter to calculate the director's NI contribution. It updates the NI contribution to-date amount, held against Director's NI to-date/N218, the total Earnings for NI to date, held against N288 and the Directors Paybill held against N908
- You should replace the total Earnings for NI amount and the Paybill earnings if you have:
 - Replaced or adjusted the director's total NI contributions to-date.

- Entered a pre-determined NI contribution or refund for the director.
- Entered an additional amount contribution amount for the director.
- If the employee becomes a director at the beginning of the tax year, SD Worx Pay automatically maintains the Earnings for NI total and the Paybill earnings, and you should not normally need to replace it.
- You will need to replace the Earnings for NI if SD Worx Pay was not notified at the time the employee was made a director. You do not need to adjust the Paybill earnings.
- If you do not specify a contribution letter, SD Worx Pay assumes the current contribution letter as outlined under N001.

Apprenticeship Levy information resources

Apprenticeship Levy – the employer tax

Information about the **Apprenticeship Levy** can be located at the following web resource:

HMRC information on what the Apprenticeship Levy is, how that applies to the operation of PAYE and payroll and how it is calculated and paid:

<https://www.gov.uk/guidance/pay-apprenticeship-levy>

Apprenticeships and funding

The following information relates to **Apprenticeships and funding** and does not relate to the operation of PAYE and payroll.

Department for Education information on Apprenticeship Levy and Apprenticeship Funding for England:

<https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work>

Information on Apprenticeships and funding in Scotland:

<https://www.apprenticeships.scot/>

Information on Apprenticeships and funding in Wales:

<https://businesswales.gov.wales/skillsgateway/apprenticeships>

Information on Apprenticeships and funding in Northern Ireland:

<https://www.nidirect.gov.uk/campaigns/apprenticeships>