Payroll: P11D

	Ready to Start	Are you required to submit a P11D?	Prep	Process	Review	Your P11D is ready for review and approval	File	Follow-up
Admin	Review and send the client task below to gather client information		Ensure client details and benefits provided need to be disclosed by P11D					
Client		Mark complete if you DO NOT provide benefits outside of payroll that is a benefit to employees/directors Mark complete if you did NOT receive a letter from HRMC requesting that you submit a P11D				Review the attached P11D. Mark this task complete to approve for filing.		
Payroll Specialist				Create draft P11D return			File the P11D return with HRMC	Confirm P11D has been filed with client and/or distribute P11Ds to employees
Reviewer					Review P11D			