

# RTi Period End Checklist

- I've completed each payroll period, including update records, for the whole tax month or quarter
- I've set the process date in Sage Payroll to the last day of the tax period.
- I've run the P32 – Employer Payment report for the relevant tax period and checked the following to verify if an EPS is required:
  - P32 - total amount due for PAYE+NIC is zero (box 16)
  - P32 - there are values in any of the statutory reclaim boxes (5-14)
  - I have received Statutory funding from HMRC for the period
  - External records show values for CIS deductions or NIC holiday this tax period
  - I have an arrangement with HMRC that no payment is due this period
- I have checked the above and agree an EPS is required (Y or N)
  - If Yes complete the final checks, if No your tax period RTi submissions are now complete
- I've checked the values are correct on the EPS wizard

**You're now ready to submit  
your Employer Payment Summary  
when or before your payment to HMRC is due**

