

# Your Tax Guide: What You Need to Know

Helping you streamline workplace rewards administration, saving you time and money!

[Find out more!](#)



## Where Tax Applies

### P11D Explained

The P11D form is used yearly to report the value of any taxable benefits and expenses provided to employees. If you give your employees any taxable gifts or benefits, make sure to note them on this form. You will also need to deduct any income tax and national insurance due on these benefits from their salaries.

### PSA Explained

PAYE Settlement Agreements (PSAs) help employers manage taxes on employee expenses and benefits. Employers can annually pay the tax owed on these expenses and benefits through submission and payment to HMRC. These agreements are formal and need to be applied for in writing by the employer to HMRC.



## Reporting Made Easy!

When rewards are taxable, the Each Person platform simplifies the process by generating a report. This report helps create the P11D or assists with populating a PSA report in the correct format for HMRC.

Ultimately, employers save time but crucially can save thousands of pounds each year due to how they classify their rewards making them tax-free.