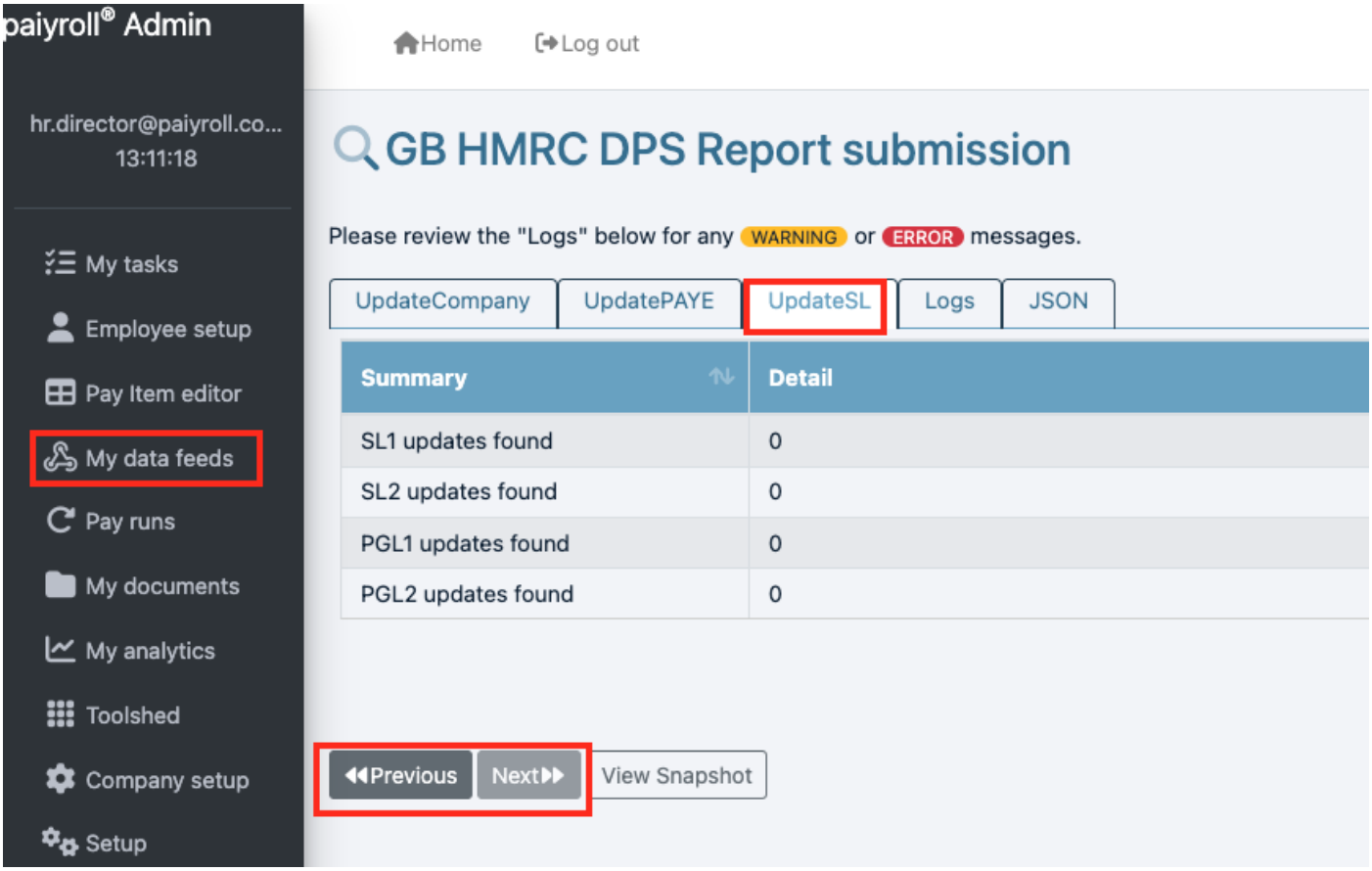
Checking/Applying Tax code or Student/Postgraduate Loan

HMRC · https://paiyroll.com/kb/checking-applying-tax-code-or-student-postgraduate-loan/

Applies to P6 P9 SL1 SL2 PGL1 PGL2 Notices

The system is generally configured to automatically retrieve tax code notices from HMRC via the DPS (Data Provisioning Service). See this guide on overriding tax codes if needed.

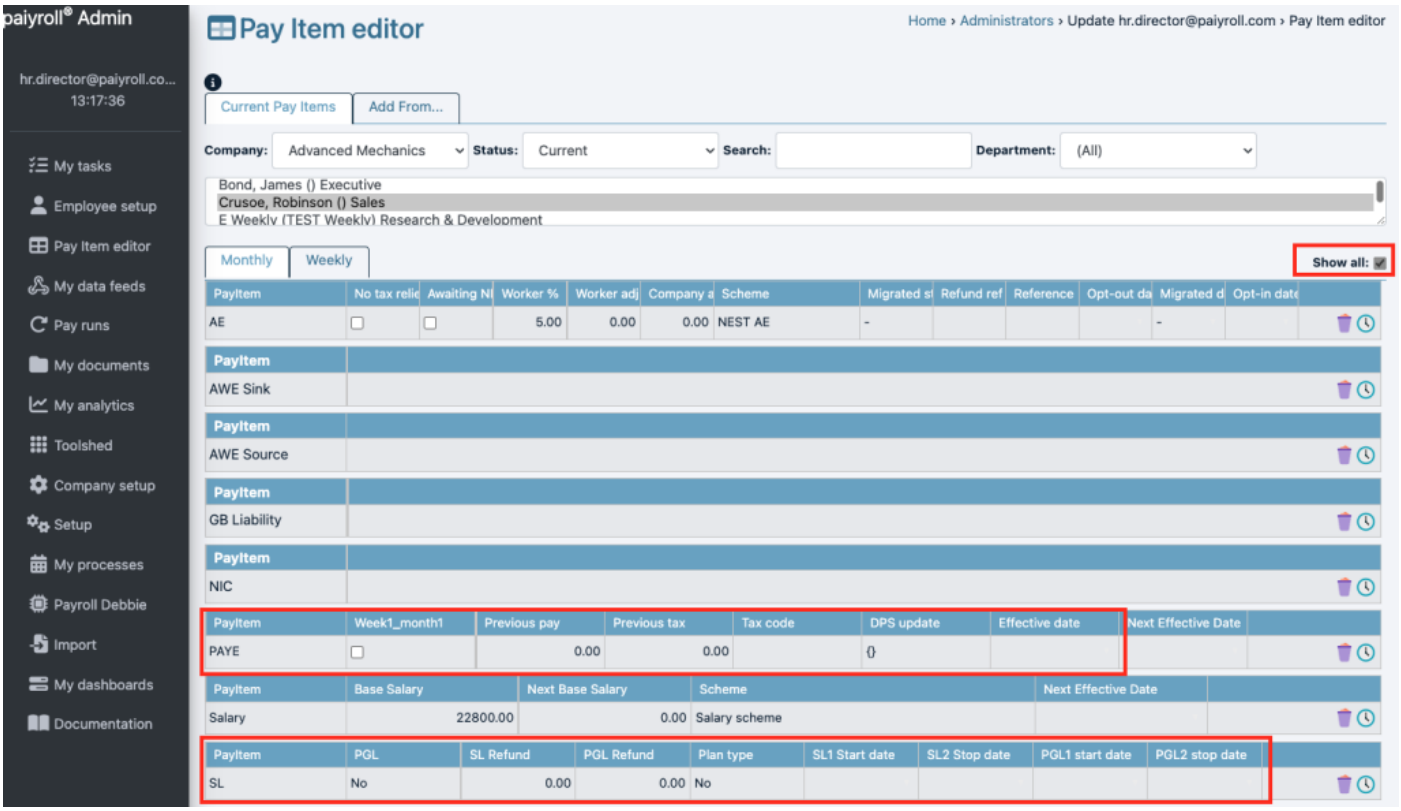
You can check the DPS submissions in **My data feeds**. Click the GB HMRC DPS **View** button. Then select the **UpdatePAYE** or **UpdateSL** (Student Loan) tabs to see the respective notices that may have been retrieved. Also, you can move backwards and forwards through the historic submissions using the **Previous** and **Next** buttons:



Any retrieved tax codes or SL notices will be automatically applied to the **PAYE** or **SL** (student loan) pay items.

Pay Item Editor: Show hidden statutory Pay Items

Usually, PAYE and SL Pay Items are hidden for convenience. You can show these by clicking the **Show hidden statutory Pay Items** tick box:



Tax code

If you need to manually apply a paper tax code, please enter

1. **Tax Code**
2. **Week1Month1**
3. **Effective date**
4. **Previous pay** or **Previous tax, if supplied -** If Previous pay or tax is blank, be sure to enter zeros (0.00).

Then click **Update/View payslip**

Student or postgraduate loan

A student or postgraduate loan stop may be based on the employee's statement in their tax tab and may not be enabled on the SL pay item. Therefore, you may need to:

1. Enable it on the SSL item first by changing PGL from **No** to **Yes** or student loan **Plan type** from **No** to the **Plan number**
2. Enter a Start date in the past, e.g. **0001-01-01**
3. Enter the relevant **stop date**

Then click **Update/View payslip**

Tax codes and SL are validated, and the mini payslip will be displayed, allowing you to confirm that the tax code/loan repayment has been entered and is operating correctly.

You can then untick **Show all** to revert to the normal view.

Change Notice Options to Online

Before we can access the DPS service, all notice options need to be set to **online** in your HMRC PAYE service. If you are not receiving online tax code notices, they may not be enabled on your account. To change notice options, log in to your HMRC gateway account and navigate to:

Messages > **PAYE for employers messages** > **Change how you get tax code and student loan notices**

Ensure all options are set to **YES** and press **NEXT** (noting that only future notices issued after this change will be available online for this data feed):

Change notice options

▶ Help about: Change Notice Options

Please select 'Yes' from the drop-down menu(s) for those notices you want to view online, then click 'Next' to proceed.

Important note

If you, your Agent or payroll bureau currently receive statutory notices by EDI or paper, selecting 'Yes' for any of the notices below will change the setting for that notice(s) to online.

The default value is 'No change' and this means that your current settings will still apply.

Notices

P6 - Employee's tax code: (Optional)

Yes

▶ Help about: P6 Employee's tax code

P6(B) - Employee's amended tax code following budget: (Optional)

Yes

▶ Help about: P6(B) - Employee's amended tax code following budget

P9 daily and P9B bulk issue- Employee's tax code for the new tax year: (Optional)

Yes

▶ Help about: P9 daily and P9B bulk issue

Student Loan start and stop notices: (Optional)

Yes

▶ Help about: Student Loan start and stop notices

Restore options

Next Back

The way the HMRC DPS service works is it either publishes paper or online notices. Unfortunately, changing the option above will not retrospectively provide historical online notice for us to collect if you've been receiving paper notices. It is only from the point of switching which will enable future new online notices. This means changing the date on the DPS Data feed will also have no effect.

Issue: No tax code notices are being received

If the DPS data feed is running, but you are not receiving tax notices, try the following:

1. The most likely cause of no notices is that your HMRC online account has not been set to **online**. Please follow the instructions above to change to online notices.
2. Sometimes the HMRC system does not work properly, and you may be able to turn online notices **off**, wait 24 hours and then turn them **on** again.
3. If you have tried both options above, there is a more fundamental issue with the HMRC DPS service for your account and in this case, you will need to contact HMRC, who can re-enable it.