Close/ Cease PAYE Scheme

Closing Companies · https://paiyroll.com/kb/stop-being-an-employer-close-cease-paye-scheme/

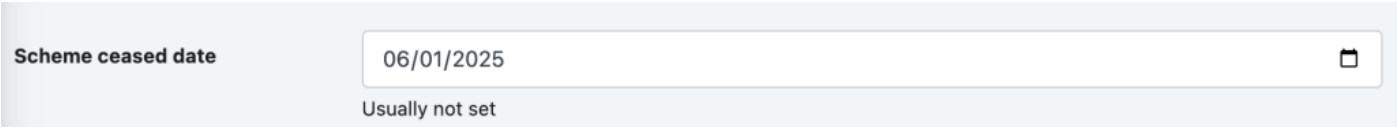
Follow this article to close your pay scheme and tell HMRC that you have stopped being an employer.

1. Make all employees leavers

You must add **End dates** for all employees

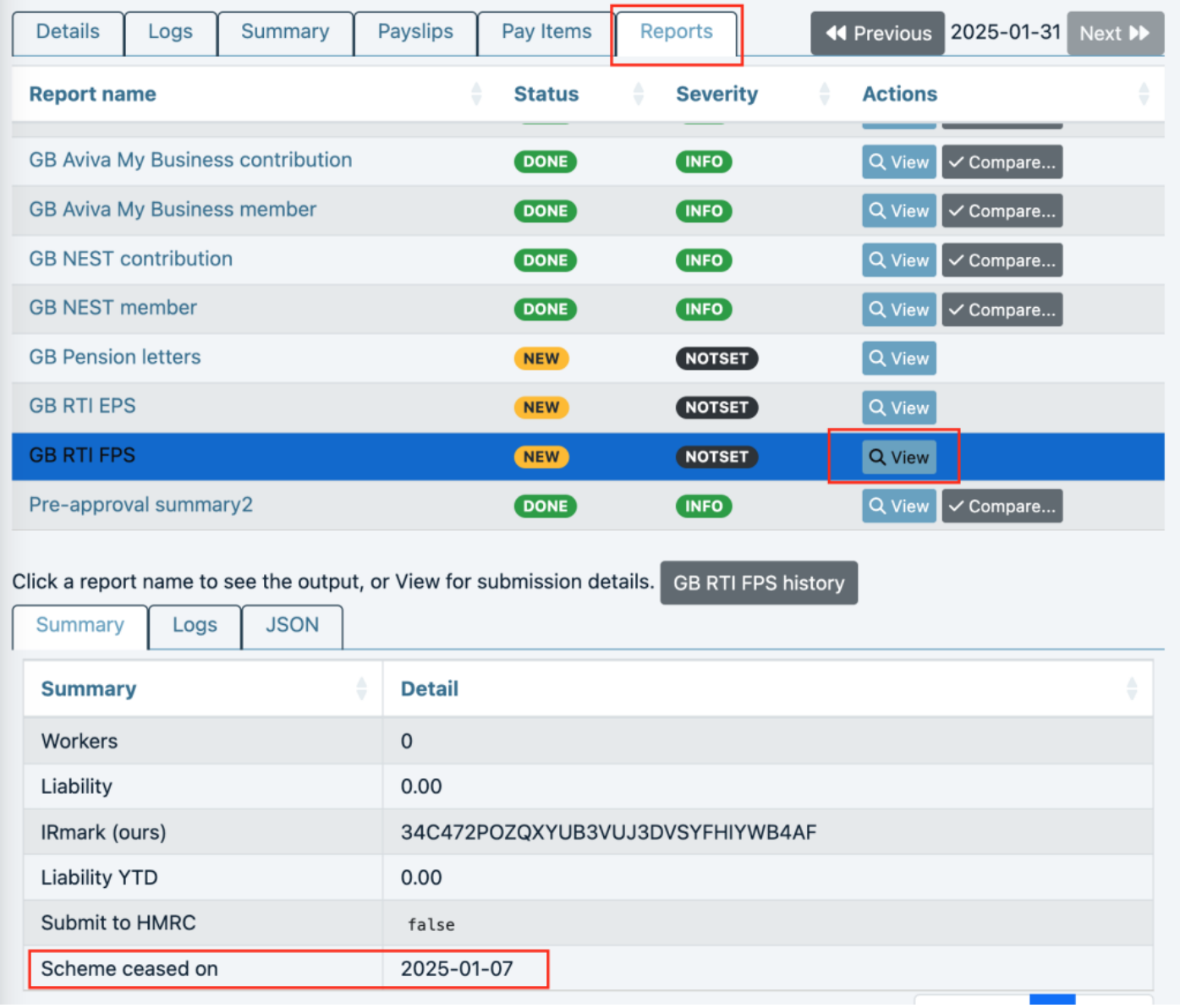
2. Set the Scheme ceased date

Company set up > Report definitions > GB RTI FPS > update and set the **Scheme ceased date** and click **Update**:



3. Check FPS

Next, do Pay Run **Redo** and check the logs tab to ensure the Scheme ceased on date will be sent:



4. Submit FPS

Submit FPS with approval as usual.

HMRC have been notified via the FPS that your scheme has ceased, and you have the receipt.

For more information, see Stop being an employer

5. Delete the next pay run

The next pay run will be automatically started. Since you will not need this pay run, go ahead and delete it.

Errors

If you get the error:

```
The [DATESCHEMECEASED] must be today or earlier. Please check (7876)
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Today referred to in the error is not today's actual date; it is the pay run date. To correct this error, change the pay run scheduled target date to be today or later (e.g. week-end date or month-end date). Then **redo** the pay run.