

2 Minute Business Employment Tax Health Check

		All OK	Needs attention	Urgent!
1.	Are you happy you fully comply with employment law?	Yes		
2.	Is your monthly PAYE/NIC paid on time?	Yes to both		Don't know
3.	Do you pay wages to family members?	Yes		Don't know
4.	Is your Directors loan account overdrawn?	Yes	Don't know	No
5.	Do shareholders receive benefits?	Yes	Don't know	No
6.	Have you got procedures in place for cash expenditure?	Yes	Don't know	No
7.	Do family employees receive any benefits?	Yes	Don't know	No
8.	Do you employ any casual labour?	No	Don't know	No
9.	Have you done an internal PAYE/NIC audit?	No	Don't know	No

Action Points

		Completed
1.		
2.		
3.		
4.		
5.		
6.		