

ENHANCED REPORTING REQUIREMENTS!

- Do you pay expenses to Staff or Directors?????
- New Requirements 01st Jan 2024

▪ reception@tla.ie

WHAT'S IT ALL ABOUT?

- From 1ST January 2024 certain expense payments and benefits need to be reported to revenue ON or BEFORE they are paid to the Employees or Directors
- Travel and Subsistence Expenses
- Small Benefit Exemption (e.g. Gift vouchers)
- Working from Home Allowance (i.e. €3.20 per Day allowance)

HOW WILL YOU REPORT TO REVENUE?

- Reporting is made via ROS (Revenue Online Service)
- Your Payroll Software should facilitate the reporting of this information
- Check with your payroll provider (most will be running training on what is required)

WHAT TO DO NOW!

- Watch one of the recorded Revenue webinars (available to Revenue's Website)
- Check with your payroll software provider that you can use their software for the required reporting
- Check current process for collecting expenses claim information. Ensure all staff are aware of how to make a claim, and what information and approvals are required
- Review current expense rates being paid and ensure they are in line with approved rates

ASK FOR HELP!

- If you require assistance in managing the new requirement please contact us on:
- Telephone: 0504 23550
- Email: reception@tla.ie