

# RTi Preparation Checklist

I have read the RTI guidance and understand what information I'm expected to provide

I am using the correct version of Sage Payroll

I've got the latest software updates installed

I've checked my Company details are *all* correct

- Name
- Tax District And PAYE Reference
- Accounts Office Reference

I've checked my employee details are *all correct*

- Full name
- Address
- Date of Birth
- National insurance Number
- Gender

I've entered the hours normally worked by my employees into Sage Payroll

I've added all new employees into Sage Payroll including casual and infrequently paid employees

I've processed all leavers so far in this tax year

**You're now ready to make first submission under RTI.**

