P46 Car – How to report a replacement car

HMRC will not accept replacement car notifications via post or through their online portal – however you can submit them using our software.

The process is fairly simply and it is important to be methodical in how you report the changes. Below is a step by step logical approach:

1 – Roll forward your employee with car from the previous tax year (please consider if other benefits need to be rolled forward aswell) – if the data is already present in the tax year then move to step 2.

2 – Select the CARS section and the car that has been rolled forward

3 – Complete the car screens as if finalising the P11D – i.e the Yes/No questions for availability and if Fuel provided and then enter a date that the car was replaced (date car withdrawn)

4 – SAVE these details and then select the button NEW CAR

5 – The car screen will clear to enable you to enter the details of the new car that has been provided. Again complete the screens as if you are finalising a P11D. At this point you do not know if there are going to be any further replacements therefore assume the car is available for the rest of the tax year.

6 – SAVE your changes.

7 – At this point a message box will appear asking if you want the software to auto generate a P46 Car form.

8 – Select YES/OK if you are happy for the software to auto-generate or Select CANCEL if you would prefer to complete it manually. At this point the software will only create the form it will not submit it to HMRC.

9 – Whichever option you decide the software will save your car details. Now visit the P46 Car Tab.

10 – If you selected YES/OK at point 8 above then you will see an entry called 'P46Car1' to the right of the screen – select this and you will see the boxes on the tab pre-populated. Check the entries and amend and save as necessary.

11 – If you selected CANCEL at point 8 above then you will need to manually complete the P46 Car tab with the relevant information. Please remember to save your data.

12 – Select REPORTS and generate the P46Car form and check that you are happy with the content.

13 – When you are ready to submit the P46 Car form(s) simply use the same method for submitting your P11Ds.

14 – From either the Employer List or Employee List select REPORTS – then select the 3rd box FILE BY INTERNET & E-MAIL – and then ensure the you select the P46Car option at the bottom of the screen. Select NEXT

15 – Select your employer record and select NEXT

16 – You will now see a list of employees that the software has identified a P46Car form as being available for selection. Here you can select as many records as necessary for submission. Some people prefer to submit them one employee at a time and some prefer to submit them in batches – the choice is up to you.

17 – Once you have made your employee selection – select GENERATE. A message prompt will ask you to confirm that you are happy to proceed with the submission. Select OK or CANCEL as necessary.

During the submission, the software will first check the content of the data and if there are any validations then the software will list them in red on the screen. HMRC will not have received your submission as yet therefore you will be able to make the corrections as notified and then return to point 14 above.

If the software does not detect any validations with the data the software will proceed to the FBI STATUS PAGE and you will see your submission listed as QUEUED – this means that the submission is pending a response from HMRC. Once a response has been received the status will change to show a Green Tick and the words LiveSubmitted or Failed will be displayed. You can select the green button REFRESH SUBMISSION if the status does not update immediately.

Selecting the status words LiveSubmitted or Failed will open the submission response window. You will either see a receipt acknowledging the successful submission or a list or HMRC response errors. The Request Tab will show the data that you have submitted. Both the HMRC response and the data request can be printed for your files.

The P46Car tab within the car section will auto update to reflect that the P46Car has been submitted.

All errors must be resolved before retrying the submission and if you are unable to resolve the error you can select the E-MAIL SUPPORT button on the FBI STATUS PAGE. This will notify the support desk who will be able to review the content and error file attached to the submission and will advise you of what action needs to be taken.