



## How to Print Levy Certs

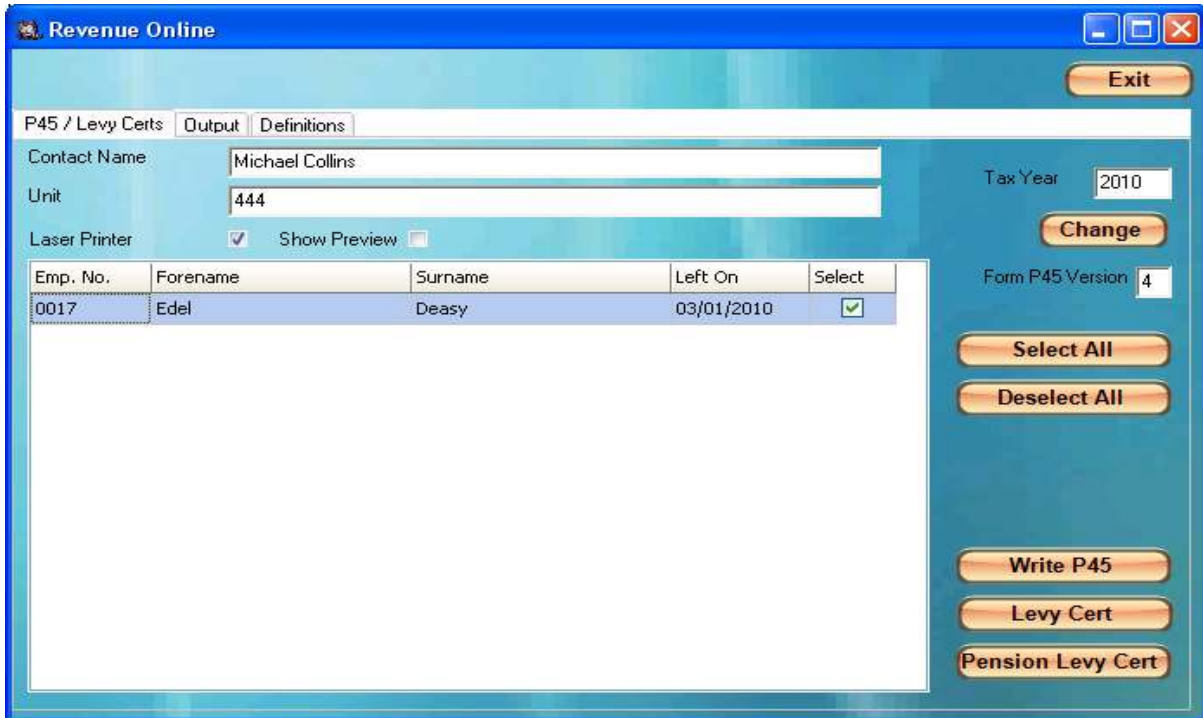
There are 2 occasions where you will want to print Levy certificates. The first is when an employee leaves and they are "P45'd" and are entitled to a levy cert along with their P45. Secondly at the end of a tax year where Levy Certs are to be printed for all employees who were in employment in the company as at the 31<sup>st</sup> of December of the tax year that you are printing certs for.

To print a cert for someone who has been P45'd go to the following menu option...

The screenshot shows a software interface with a menu open. The menu options are: Payroll Control Centre, Payslip Processing, Payroll Routines, Tax / Year End Processing, Bank Reconciliation, Payroll Summary, R.D.S. Based Return (highlighted), and Write P45's. The background shows a table with employee names and various numerical values.

Employee Name	Value 1	Value 2	Value 3
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aria			
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aria			
avid			
eremiah	Callan	1000.00	20.00
inn Marie	Deasv	1677.30	38.23

From this screen you would also create the P45 for submission to ROS. The following screen is displayed...



Emp. No.	Forename	Surname	Left On	Select
0017	Edel	Deasy	03/01/2010	<input checked="" type="checkbox"/>

### What this screen shows

This screen will show a list of people who have been removed from the payroll and deemed to have left the company. By default the current tax year is the one used when the screen opens. You may select another year by changing the year and clicking the “Change” button. The Contact Name and the Unit number are picked up automatically once they are entered once. The Form Version is currently defaulting to 4 on this screen – this is a revenue requirement and may in the future be changed. Wiztec will advise you of this change if and when the time comes. Also the Select All and Deselect All buttons may be used if there are a lot of employees output to the screen and you want to print for all of them.

Processing (P45 or Levy cert print) will only be performed on employees who have the “Select” column ticked. If you want to see the Levy Cert displayed on the screen tick the “Show Preview” button. In this case when you click the “Levy Cert” button the following cert is displayed for you and may be printed...



Unit 14, Airport East Technology Park, Farmers Cross, Co. Cork, Rep Of Ireland

www.wiztec.ie support@wiztec.ie

**Income Levy Certificate 2010**

**Employee Details**

Surname of Employee: **DEASY**      Date of Commencement (if after 1 January 2010): **DDMMYY**

First Name: **EDEL**      Date of Cessation: **030110**

PPS Number: **90837121**      Payroll/Works Number: **0017**

**Income Levy Details**

Below are the details of the Income Levy deducted in this employment only in the year 2010

Gross Income for Income Levy: € **0000595.00** (Insert Euro figures only)

Amount of Income Levy Deducted: € **00011.91** (Including cent)

Where an employee had more than one period of employment with the same employer in the year 2010 please insert the Income Levy figures in respect of the latest period of employment.

**Employer Details**

**To Print Levy Certs for all Employees (at end of Year)**

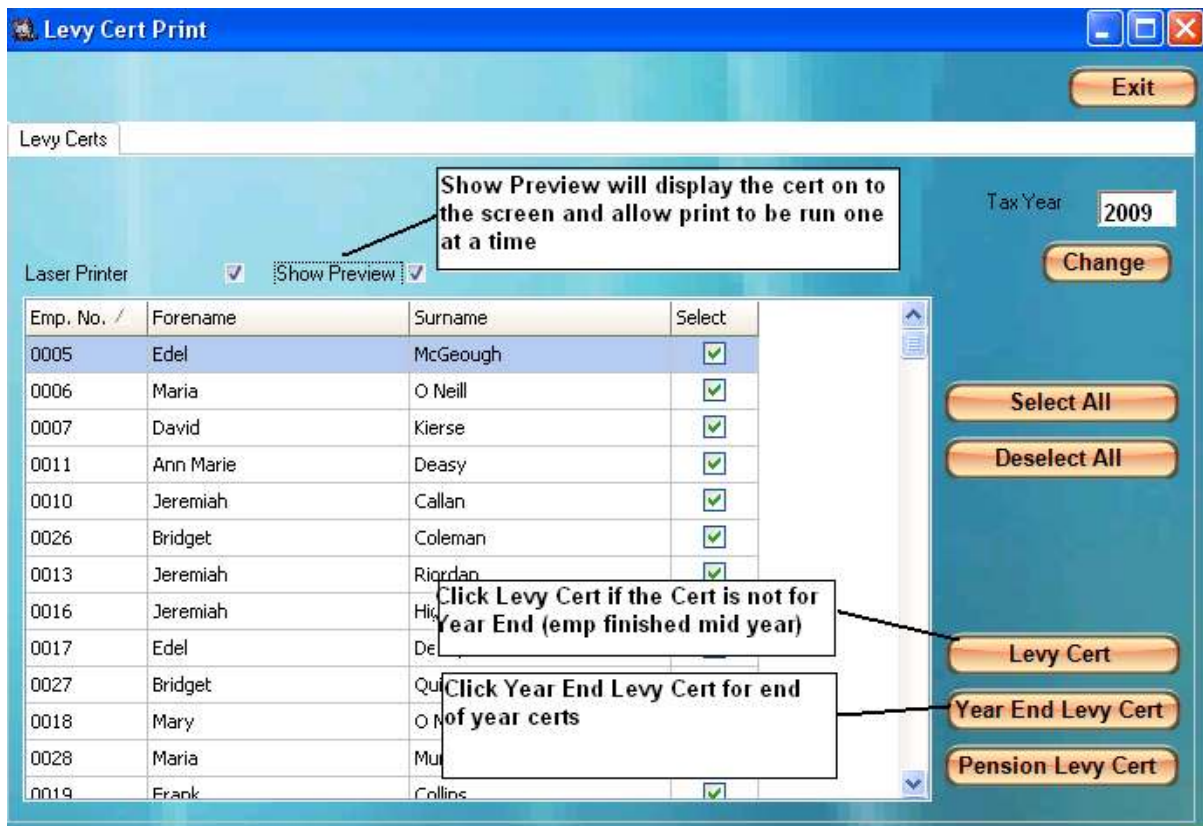
This routine is run because all employees are entitled to levy certs at year end as well as P60s. To run this routine you must go to the following menu item...

Processing menu structure:

- Processing
  - Payroll Control Centre
  - Payslip Processing
  - Payroll Routines
    - Tax Processing
      - Upload Tax Details
      - Print P45 Details
      - PRSI Tables
      - Levy Cert Printing
    - Year End Processing
    - Bank Reconciliation
    - Payroll Summary
    - R.O.S. Based Return

	Tax	PRSI Ee	Pensior
Kierse	7.68	-32.89	0.00

In the case of the following screen I have chosen the Tax Year 2009 (then clicked the Change button) clicked “Show Preview” to output firstly to the screen and then clicked the “Select All” button to automatically tick all the employees to print certs for all of them. The certs can now be printed at any time during a year and for previous years the user needs to know if Employees Certs refer to year end or not. The options to print Levy Cert or Year End Levy Cert may be used depending on the time frame required.



**Levy Cert Print**

Exit

Levy Certs

Tax Year: 2009

Change

Laser Printer  Show Preview

Emp. No. /	Forename	Surname	Select
0005	Edel	McGeough	<input checked="" type="checkbox"/>
0006	Maria	O Neill	<input checked="" type="checkbox"/>
0007	David	Kierse	<input checked="" type="checkbox"/>
0011	Ann Marie	Deasy	<input checked="" type="checkbox"/>
0010	Jeremiah	Callan	<input checked="" type="checkbox"/>
0026	Bridget	Coleman	<input checked="" type="checkbox"/>
0013	Jeremiah	Riordan	<input checked="" type="checkbox"/>
0016	Jeremiah	Hig	<input checked="" type="checkbox"/>
0017	Edel	De	<input checked="" type="checkbox"/>
0027	Bridget	Qui	<input checked="" type="checkbox"/>
0018	Mary	O N	<input checked="" type="checkbox"/>
0028	Maria	Mu	<input checked="" type="checkbox"/>
0019	Frank	Collins	<input checked="" type="checkbox"/>

Select All

Deselect All

Levy Cert

Year End Levy Cert

Pension Levy Cert

Show Preview will display the cert on to the screen and allow print to be run one at a time

Click Levy Cert if the Cert is not for Year End (emp finished mid year)

Click Year End Levy Cert for end of year certs