# Micropay – Medical Insurance eligible for Tax Relief

If you pay medical insurance premiums on behalf of an employee, you must include how much of this is eligible for tax relief on your P35 submission. Your medical insurance provider tells you how much this is for each employee. You must then enter this in their records before you create your P35 returns for Revenue.

If you have a large number of employees to update, to save time, you can import medical insurance eligible for tax relief values directly in to Sage Micropay using the Data Import option.

Manually enter medical insurance eligible for tax relief values

1. On the menu bar, click **Processing** then click **Employee Details**.
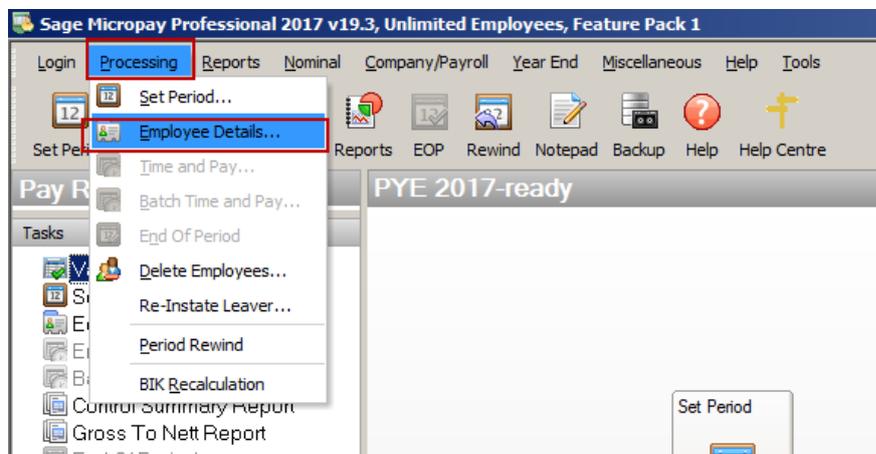
2. Next to the Surname box, click **browse** and click the relevant employee.
3. Click the **Pay / YTD** tab.

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4. Under BIK Year To Date, in the **Medical Insurance Eligible for Tax Relief** box, enter the amount.

5. Click **Save**.

6. Repeat steps 2 to 5 for all relevant employees, then click **Cancel**.

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Import medical insurance eligible for tax relief values into Sage Micropay

1. Click on the following link: BIKMEDTRS.zip >>

    Depending on your Internet browser, the file automatically download to your Downloads folder or you're prompted to save the file.

2. If prompted, browse to where you want to save it, for example, the Windows desktop, then click **Save**.

3. Locate and right-click the downloaded file, then click **Extract all**.

    The Extract Compressed (Zipped) Folders window appears.

4. In the **Files will be extracted to this folder** box, type **C:**
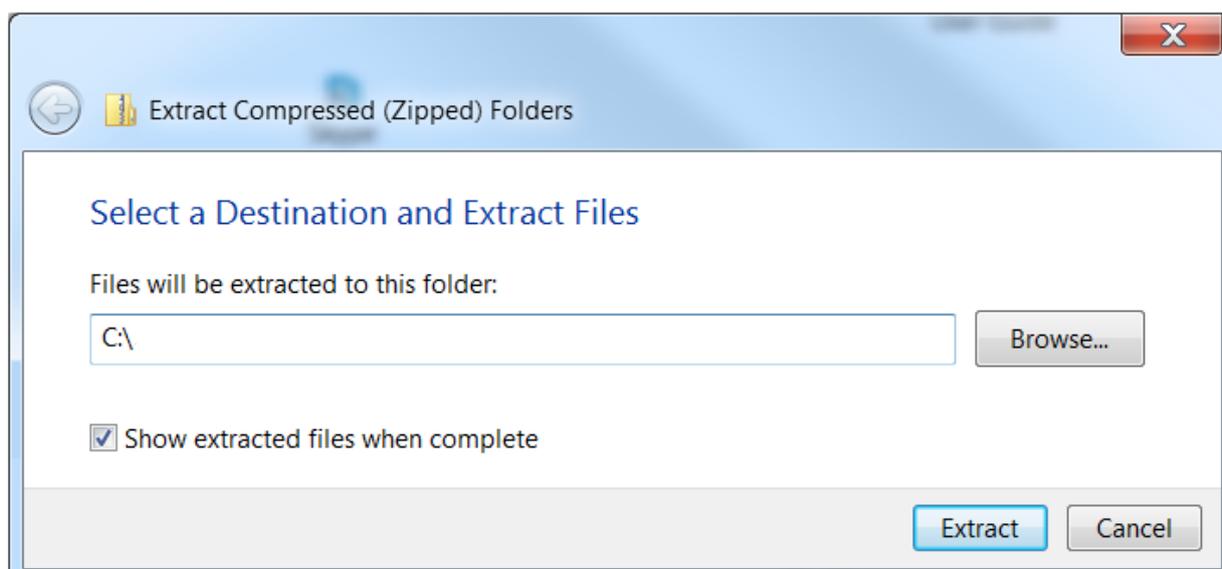
5. Select the **Show extracted files when complete** check box, then click **Extract**.

    Once successfully extracted, the folder BIKMEDTRS opens automatically in Windows Explorer.

6. Open Sage Micropay and log in to the payroll as normal.

7. On the menu bar, click **Reports** then click **Report Writer**.

8. Click **File**, then click **Open**.

9. Browse to **C:\BIKMEDTRS**.

10. Select **BIKMEDTRS.RPT** then click **Open**.
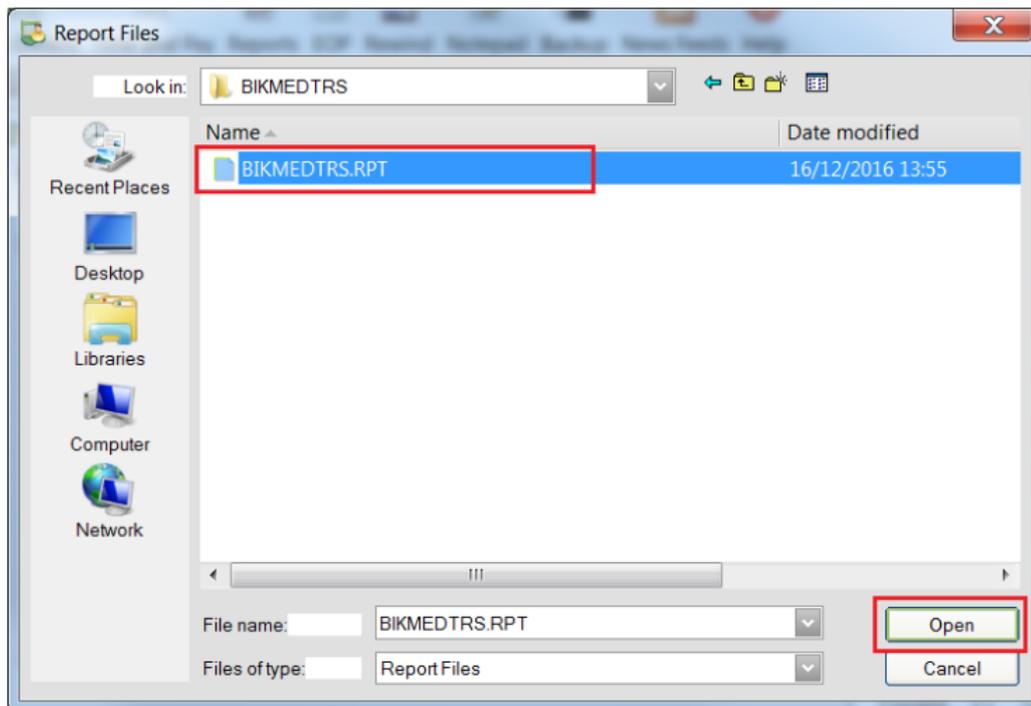
11. Click **Process**.

A report listing all employees in your payroll appears on-screen.

12. Click **File**, then click **Save As**.

13. Click the **Save in** arrow, then browse to **C:\BIKMEDTRS**.

14. In the **File name** box, type **bikmedtrs.csv**.
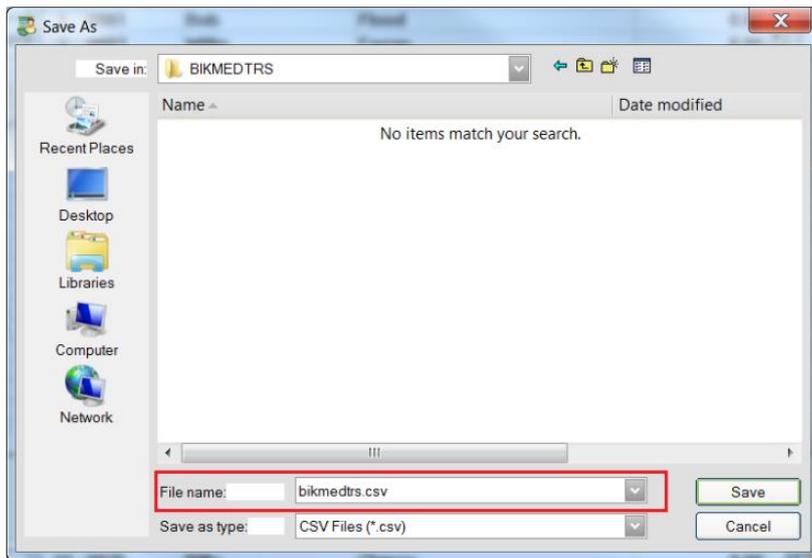
15. Click **Save**.

16. Close Sage Micropay and browse to **C:\BIKMEDTRS**.

17. Right-click the file **BIKMEDTRS.CSV**, then left-click **Open with**.

18. When prompted, select **Excel** then click **OK**.

19. Under column D, enter the medical insurance eligible for tax relief value for each relevant employee.

2For all employees that you don't pay medical insurance premiums for, remove their values or delete the relevant row.

2.   Under column A, check your employees' numbers are correct. Edit, if required.

	A	B	C	D	E
1	1	Bob	Flood	200	
2	3	Willie	Fagan	500	
3	4	Kerrie	McDonnel	100	
4	6	Eoin	Finegan	150	
5	7	Leisha	Fennell	130	
6	9	Jefferson	Power	0	
7	10	Mary	Coyle	0	

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1. For all employees that you don't pay medical insurance premiums for, remove their values or delete the relevant row.

2. Under column A, check your employees' numbers are correct. Edit, if required.

   > Each employee number on the import file must match the exact employee number in Sage Micropay. For example, if the employee is set up in Sage Micropay as number 0054, the import file won't accept 54 as the employee's number. For more information about how to create custom number formats in Microsoft Excel, please refer to article 11995.

3. Click **File** then click **Save**.

4. Open Sage Micropay and log in to the payroll as normal.

5. Take a back up of your payroll data.

6. On the menu bar, click **Miscellaneous**, point to **Data Import** then click **Data Import**.

7. Browse to **C:\BIKMEDTRS**.

8. Select **BIKMEDTRS.IMP** then click **Open**.

   You've now successfully imported medical insurance eligible for tax relief values directly into Sage Micropay. To check that these values appear correctly within your employee records, complete steps 28 to 32.

9. On the menu bar, click **Processing** then click **Employee Details**.

10. Next to the Surname box, click **browse** and click the relevant employee.

11. Click the **Pay / YTD** tab.

12. Under BIK Year To Date, in the **Medical Insurance Eligible for Tax Relief** box, check the value is correct. If it's not, you must manually edit the value now and click **Save**.

13. Repeat steps 29 to 31 for all relevant employees, then click **Cancel**.