

Payroll Service

We can run your weekly, fortnightly or monthly payroll, with no fuss. Our software is fully approved by HMRC. We register as your PAYE agent with HMRC, to take the hassle and work away from you. Using us should also save you money too – in time and software costs.

The service includes:

- Weekly, fortnightly or monthly emailed payslips (extra charge for printing and sending posting)
- Payroll produced to pre-agreed deadlines
- Calculation of deductions from gross pay
- Calculation of tax and NI payments due to HMRC
- Employers returns completed and filed electronically with HMRC
- HMRC online filing incentives - giving you money back (£100 for 2007/08 and £75 for 2008/09)
- Periodic and annual reports
- Total confidentiality guaranteed

Just before each pay period, you simply complete our payroll form and forward the information to us (either via post, email or phone). We will then prepare your payroll and provide you with simple, clear pay reports and amounts that require paying and to whom. We also email payslips to you free of charge. If we run your book keeping/banking aswell, we can also arrange payment of the monies to the relevant parties if you would like us to. For an additional fee, we can print off employee payslips and forward them, either to yourself so that you can distribute them, or we can post them directly to your staff.

Our current pricing structure is as follows:

4 weekly / Monthly payroll fees

	<u>1-5 employees</u>	<u>6-15 employees</u>
Internal set up fee (one off)	£35	£35
Charge per month (including 1 employee)	£20*	£20*
Charge per month per additional employee	£2.50**	£2.00**

Weekly payroll fees

	<u>1 – 5 employees</u>	<u>6-15 employees</u>
Internal set up fee (one off)	£35	£35
Charge per week (including 1 employee)	£12*	£12*
Charge per month per additional employee	£2.00**	£1.50**

*this fee includes emailed payroll reports each month, detailing PAYE, NI due etc.

**this fee includes emailed payslips for each employee, we can print and send out payslips for a small additional fee.

Additional fees (misc and year end) are as follows:

Starters & leavers	£1.50 per employee
Attachment of earnings order	£5.00 per run (NB: this charge can be deducted from relevant employees wage)
Student loans	£5.00 start and stop notices
Re-run of payroll - client error	£8 per run and £1 per employee
P11d production	Priced per employee, depending on complexities
P60 production (year end)	£1.50 per employee
P35s and P14s (year end)	included as part of monthly fee