

WHAT WE WILL DO FOR YOU...	3*	4*	5*
Process the payroll and calculate SSP and SMP payments and other voluntary deductions (except pensions – see below) for you based on the information supplied to us. We will keep detailed records of these for PAYE inspection purposes	✓	✓	✓
Provide detailed payslips	✓	✓	✓
Complete the PAYE payslip for each month/quarter	✓	✓	✓
Process and submit P45's and P46's to the Inland Revenue	✓	✓	✓
Complete the year-end P35 Annual Return and produce P14's for submission to the Inland Revenue. Produce annual P60's for distribution to all your staff.	✓	✓	✓
Provide a payroll summary print		✓	✓
Supply you with forms to record essential personnel information		✓	✓
Provide details for you to complete payment to other bodies (e.g. Pension companies, Council tax, Attachment of Earnings) for each month/quarter		✓	✓
Design your own individual input sheets for you to record details of hours worked, holiday, sickness and maternity leave to be paid		✓	✓
Produce and submit bank submission reports by the due date		✓	✓
Company pension schemes – we will make non-variable deductions for pension contributions		✓	✓
Produce a payroll journal for input into your accounting records		✓	✓
Stakeholder pension and other variable company pension schemes – we will make variable deductions and send you a detailed payment analysis			✓
Unlimited telephone support for payroll matters	✓	✓	✓

\* Security payslips are available

Please tick the box for the service you would like us to do for you, then sign and date the authorisation.

### 5 - STAR SERVICE

Our best option for you means we will also maintain your personnel records, calculate benefits in kind and deal with all the headaches that stakeholder pension will bring.

Number of employees



1-5

6-10

11-15

16-20

21-25

26-30

### 4 - STAR SERVICE

We will take the hassle away from your payroll... including dealing with simple, non-variable company pension schemes, and we will deal with any routine correspondence with the Inland Revenue and DSS.

Number of employees



1-5

6-10

11-15

16-20

21-25

26-30

### 3 - STAR SERVICE

Let us help you get your payroll right, first time, every time – we will calculate gross pay, income tax and National Insurance, voluntary deductions and SSP/SMP.

This level of service is ideal for basic payrolls with no pension scheme issues.

Number of employees



1-5

6-10

11-15

16-20

21-25

26-30

We guarantee that you will be delighted with our service; otherwise we will **refund every penny of your investment** for that pay period.

Payment terms – Payment is due by monthly standing order - All charges are exclusive of VAT.

Agreed to and authorised by: \_\_\_\_\_ Date: \_\_\_\_\_