



payroll solutions

take the rush out of your day

take the worry out of your payroll

Operating payroll systems for your employees can be a time consuming and complicated procedure.

Tax rates, tax codes and tax bands seem to be constantly changing, and you can never be sure if the ones you are using are correct.

Once you have calculated the payroll you then have to spend valuable time writing out the payslips for your employees.

Why not take the worry out of your payroll, relax, and let us take care of it all for you.

our payroll solution

We offer a flexible payroll processing solution to suit your business and time scale at an attractive rate.

Our service offers:

- Computerised input
- Computerised processing
- Computerised reports

- Weekly, fortnightly, four weekly or monthly payroll processing periods, or a combination of processing periods
- A choice of computerised payslips, including a sealed security payslip for extra confidentiality
- Computerised P45's
- All reports can be e-mailed as PDF documents as well as being sent by fax or post

From the information provided by yourself, in a format of your choice, we will calculate your employee's gross and net pay.

We will supply you with a payroll summary for that payroll period, together with a payslip for each of your employees.

Additional reports and copies of summary information can also be provided and can be tailored to your individual requirements.

Each month we will compute the PAYE payment you have to make to H M Revenue & Customs.

We will supply you with all the information you require to make your payment of PAYE on time.

tax year end service

Our payroll solution also includes the completion of the year end forms P14, P35 Employers Annual Return and P60 for no additional fee.

The forms P60 are prepared for you to give to each of your employees.

They are a record for your employees of their earnings and tax and national insurance deductions for the tax year.

We will also prepare the P14 copies for submission to H M Revenue & Customs together with the year end Employers Annual Return form P35.

The form P35 summarises the tax and national insurance deductions taken from your employees and the payments made to H M Revenue & Customs.

We are registered as an agent for online filing with H M Revenue & Customs and we will submit your year end forms by secure Internet connection. This ensures that each return is received and processed.

payroll form design service

Our payroll solution will also include the design of a payroll summary form for you to use each pay period.

This form will include all of your employees and all of your pay types for each pay period.

All you have to do is complete the gross hours or pay details for that pay period and send it to us for processing.

We can accept your payroll information by phone, fax or e-mail.

We will also design and send to you a new employee information form.

This covers all of the employee information we both require whenever you take on a new employee.

Completing your payroll couldn't be simpler!

payroll setup

All you have to do to take advantage of our payroll solution is to contact us with details of your payroll requirements.

We will give you a quotation, fixed for a full year, with no initial setup fees.

We issue our fees on a monthly basis and payment can be made by setting up a standing order.

for information of how we can help with your payroll please contact:

Cheryl Mizler (MAAT) or Olivia Cooper

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Accountancy, Bookkeeping and Payroll Services