

Payroll Service

Paying salaries to yourself and your staff



To pay yourself or your team a salary your business must operate a registered payroll

Registering a business as an employer with HMRC is relatively straightforward. Once registered however, complying with tax, pension, legal and other requirements is complex and not normally undertaken by anyone without significant training and expertise. Some of the issues employers face are:



Employment Legislation

Payroll must comply with employment legislation, including National Minimum Wage and Working Time Regulations for hours and holidays.



Tax calculations

The correct amount of tax, NIC and other deductions (eg Student Loans) must be calculated for every employee



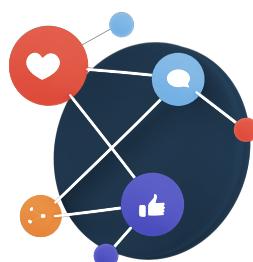
Pension auto enrolment

All employers are required to provide a Workplace Pension. This must be set up, contributions calculated, reported and paid.



Adapting to change

Your employee details, legislation and tax rates change all the time. Keeping on top of these is vital.



Taxable benefits

Tax must be calculated and paid on taxable benefits in kind, such as healthcare, gym membership and cars.



Administration

Everything must be reported on time, in the right format to HMRC, the Pensions Regulator and importantly, employees.

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Our service

We provide a complete payroll service covering everything you need to do to pay yourself and your team.

Registration

We can register your business as employer with HMRC and advise you on the information you need from each employee to be able to pay their salaries.

Monthly payroll

We provide a monthly payrun (more frequently if required) capturing all aspects of remuneration - base salaries, bonuses, staff benefits, pensions, student loan deductions and tax. We'll file your payroll records with HMRC and let you know how much you should pay your employees and HMRC.

Workplace pension set up and administration

We can set up your company's Workplace pension with Nest. If you've chosen a different provider we can work with that too. We'll calculate the employee and employer contributions and submit monthly returns on your behalf.

Benefits in kind

If you provide benefits in kind, such as healthcare or company cars, we can advise on the tax implications, and calculate the tax due through monthly deductions or annual P11Ds.

Advice

As part of our service we do of course provide advice on all of the above, including tricky issues like calculating holiday pay and deciding whether to provide benefits in kind.

