

# Payroll Services Outsourced

14 St Michaels Avenue North  
South Shields  
NE33 3AL  
Tel: 07816818312

Email: [payroll@servicesoutsourced.co.uk](mailto:payroll@servicesoutsourced.co.uk)  
Web: [www.payrollservicesoutsourced.co.uk](http://www.payrollservicesoutsourced.co.uk)



**Outsourced Payroll Processing & Bookkeeping  
Services for Small Businesses in North East England**

# **PAYROLL SERVICES**

Payroll Services Outsourced offers an efficient, inexpensive payroll processing and bookkeeping services to small businesses in the UK with piece of mind that your statutory TAX/NI and National Minimum Wage obligations as an employer are being taken care of. We provide a service with no minimum payroll run fee and the inclusion of mandatory year end processing.

All payrolls are processed using HMRC accredited software and can be processed for up to 100 employees per company.

We can commence processing at any time during the tax year; you don't have to leave it until the next 6<sup>th</sup> of April to benefit from our services. If you've already started your payroll for the current tax year send us a copy of your employees P11's and we'll take it from there.

Payroll Services Outsourced can also provide a year-end online filing only service for clients who wish to process their own payroll.

## **Our Standard Payroll Processing Service consists of the following:-**

- Set up of HMRC PAYE scheme and computerised payroll including standard forms for new employee details etc.
- Weekly, fortnightly, four weekly or monthly payroll processing.
- Clients should provide us with details of hours/wages/expenses/commissions/mileage claims etc. to pay and any payroll amendments by phone or email. If any payroll information is advised by phone written/email confirmation is also required.
- Standard pay slips and reports are forwarded to you by first class post or electronically if required.
- Notification of monthly or quarterly Tax & NI liability and details of how and when to pay it.
- Notification and implementation of changes to National Minimum Wage, Tax and National Insurance contributions etc.
- Management of incoming staffs P45's, P46's & P38's. Issue P45's for departing staff.
- Completion of claim forms for employer tax credit funding, employee housing benefit, mortgage earnings enquiry etc.

- Management of SSP, SMP, SPP, PAYE, tax credit, pension, student loan, attachment of earnings and holiday/absence records.
- Completion & submission of mandatory payroll year end P35, P14, P38 & P60 documents.
- Inclusion of any required notes or holidays remaining on employee's payslips.

**To assist our clients we are also able to offer the following optional payroll services:-**

- Completion and submission of Construction Industry (CIS) returns. Including online verification of subcontractors, monthly CIS300 returns, CITB levy deductions, subs, advances and payment retentions, subcontractor payslips and subcontractor invoices.
- Inclusion of your company logo on payslips.
- Provision of Payslip envelopes.
- Posting of employees payslips to their home addresses.
- Issue of Heat Seal Security Payslips.

# **PAYROLL CHARGES**

Prices valid 01/04/2010 to 31/03/2011

## **Set up/Processing Charges:**

Initial set up of PAYE scheme & payroll, per company	£20.00
Payroll processing charges, per employee, per pay period. 1 to 10 employees.	£3.50
Payroll processing charges, per employee, per pay period. 11+ employees.	£3.00
Issue of payslip envelope, per envelope (optional)	£0.06
Issue of Heat Seal Security Pay slip, per pay slip (optional)	£0.10
Postage of pay slip to employees home address, per pay slip (optional)	£0.50
Recalculation of payroll due to an omission/error made by a client of Payroll Services Outsourced. Per payroll	Normal Processing Charge
Recalculation of payroll due to an omission/error made by Payroll Services Outsourced. Per payroll	£0.00
Issue of duplicate pay slips, P60's etc., per A4 sheet	£1.00
Inclusion of company logo on pay slips (one off fee, per company)	£25.00
Completion & submission of CIS returns etc. (optional), per annum	£60.00
Closure of PAYE scheme & payroll, per company	£20.00
Year End Filing of P14's/P35 and issue of P60's, per company (for non processing clients only)	£20.00

**Other charges:**

Completion of mortgage enquiry, credit application, solicitor's enquiry, compensation claim form etc, per form. Analysis of payroll information for accountants/clients use. Investigation into Inland Revenue payment reminders. Retrieval from storage & provision of prior year(s) payroll information. Other AD hoc payroll service. Charge per hour (Minimum charge of 1 hour)	£15.00
Admin charge for unpaid cheque/standing order etc	£10.00
Admin charge for appointing debt collector to collect overdue payments.	£25.00

# **Bookkeeping Services**

Are your receipts in a mess? Do you have invoices in carrier bags? Can't face sorting them out? Then let us do it for you while you get you get on with running your business.

Payroll Services Outsourced offers an efficient, inexpensive bookkeeping service (including vat returns) for small businesses and self-employed in South & North Tyneside, Co Durham and Northumberland.

Keeping your accounting information in order and up to date should reduce your accountant's charges at the end of the financial year whilst enabling you to manage your business more effectively.

The areas of bookkeeping we can assist you with include the following:-

- Sales Invoices
- Purchase Invoices
- Creditor and Debtor Management
- Petty Cash
- Credit Card Payments & Receipts
- Bank Receipts/Payments & Reconciliations
- Nominal Ledger journals and Reconciliations
- Construction Industry (CIS)
- VAT Returns
- Production of financial reports – trial balance, profit & loss, balance sheet to aid your accountant

Bookkeeping services can be carried out using Sage 50 Accounts, Moneysoft or a manual system, i.e. Excel. This service is offered on a weekly, monthly, quarterly, half yearly or annual basis.

The charge for bookkeeping services is £10.50 per hour (charged to the nearest 15 minutes). A discount of 10% is given to bookkeeping clients who also make use of our payroll processing services.

Bookkeeping Services are generally carried out at the premises of Payroll Services Outsourced.

# **Terms & Conditions**

The office is open Monday to Wednesday only.

If we are not available your call/email will be returned as soon as possible during office hours.

The office is closed during all UK bank/public holidays, two weeks in the summer and two weeks at Christmas. Payroll services are not carried out during these times. Payroll's which require processing during the closure periods will be processed in the preceding week and amendments made, free of charge, when the office re-opens (if required). Should you require the early processing of your payroll to cover your own holiday periods you must advise at least 14 days in advance. Holidays may be subject to change, you will be notified in writing. A list of closure dates scheduled in the current financial year is available on request.

Invoices are issued on a payroll / bookkeeping service frequency basis and payment is due within 7 days. You may pay by cheque/postal order/Paypal or bank transfer. Bank details for transfer/Paypal payments are available on request.

Payroll Services Outsourced reserves the right to charge a late payment fee on any invoices reaching 45 days or more. The charge will be 8% per day from the date the invoice was due. The services of a collection agency may also be used and customers are liable to pay the outstanding debt plus a £25.00 admin fee. Costs will also be added if your case reaches court. We also reserve the right to terminate our services and hold any documentation we have in the event of non-payment of fees.

All client/employee records are kept private & confidential and are retained for three years. Only the current year's records are kept on site. A Charge applies for the retrieval of archived records from storage.

Payroll Services Outsourced does not provide a payment service, it is your responsibility to pay your employees. However, some banks offer payroll payment services (e.g Barclays Payflow) which Payroll Services Outsourced can administer for you (an additional fee may apply). We can also provide bank transfer letters, bacs or fax payment forms to assist you in making payment to your employees. Your bank should be able to provide support in deciding the best course of action to ensure your employees receive their pay in a timely manner.

Payroll Services Outsourced offers a payroll processing service ONLY. Queries regarding HR/personnel/contractual/legal issues between employers and employees should be taken up with ACAS, your accountant or your solicitor.

Should you wish to cease using Payroll Services Outsourced for your payroll processing you must give at least 7 days' notice in writing. Your payroll records will not be released until payment in full for your final invoice has been received.