

Contact

Penderels Trust Payroll Bureau
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If you would like this information in a different format, please contact us and we will do our best to meet your requirements.



Charity number 1073513
Company number 3560335

www.penderelstrust.org.uk

Penderels Trust
Opening the Door to Independent Living



Payroll Services

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Opening the Door to Independent Living

Penderels Trust Payroll Services

Penderels Trust offers advice, guidance and practical solutions to enable people with disabilities to live independently in their own homes, to achieve their goals in life and to help them play an active part in their community.

We are a not-for-profit organisation and have been a leading provider of advice and guidance to disabled people for over twenty years.

The Penderels Trust Payroll Bureau offers a specialist service for people who employ their own personal assistant or carer.

We support over 6000 customers from our dedicated payroll office, helping them to pay their staff accurately and on time. Most of our customers pay their staff on a four-weekly pay cycle but we can accommodate other pay cycles if this is more suitable.

Service Levels

We offer two different levels of service: our standard payroll service and our Direct Debit (BACS) service.

	Standard Service	Direct Debit (BACS)
Processing timesheets	✓	✓
Issuing pay slips for each member of staff	✓	✓
Liaison with HM Revenue & Customs (HMRC)	✓	✓
Calculation of statutory sick pay and maternity pay	✓	✓
Production of P60s and P45s	✓	✓
Electronic submission of your end-of-year returns to HMRC	✓	✓
Attachment of Earnings	✓	✓
Repayment of student loans	✓	✓
Calculation of quarterly payment to HMRC	✓	✓
Quarterly payment made directly to HMRC	✗	✓
Electronic transfer of wages to employee's account	✗	✓

Whichever service you choose, we will:

- Provide you with all the paperwork you need, including timesheets, our easy-to-read reference guide and a payroll calendar.
- Allocate you a single contact within the payroll bureau so you know who to talk to if you need advice.
- Keep you updated on changes in legislation such as minimum wage rates and statutory sick and maternity pay.
- File P45s/P60s electronically and communicate other changes (e.g. tax code changes) by e-mail, saving time and paperwork as we are now directly linked to HMRC (In Years).

Service Charges

We offer a clear and straight-forward pricing structure which means you won't receive any unexpected additional charges throughout the year.

Standard Payroll:

Set up Fee (one off fee per employer)	£35
End of year return	1 employee £20 2+ employees £40
Payroll per employee per pay cycle	£5.50

Direct Debit (BACS):

Set up fee and end of year return is the same as our standard service.	
Payroll per employee per pay cycle	£6.75

Sundry Items:

Attachment of earnings (per deduction)	£1.20*
Copy pay slip	£1.42

*payable by the employee. Prices correct as at April 2011.