



## A guide to









## A fully comprehensive off-site payroll service

Regardless of the number of employees you have, our payroll deals with all aspects of your company's payroll requirements, ensuring that you are regularly notified of the monthly PAYE liability on time with no disruption to your business activity. Our clients are safe in the knowledge that they can call on our expertise at any time to check procedural changes without worrying about this on a day-to-day basis.

We will get your payrolls out on time without any aggravation or hassle and comply with RTI. You don't have to worry whether your in-house payroll person is unwell or on holiday. You don't have to worry about keeping up to date with changing requirements in taxation, national insurance and employment legislation, or payroll system upgrades.

We manage your year-end paper work and reporting and we deal with HMRC. We will pay directly into your employees' bank accounts via BACS. We will maintain your employee records – amendments to tax codes, starters and leavers, sickness diary, P45 details, pay slip history, etc. If you are a contractor under the Construction Industry Scheme (CIS), we will submit your returns for you.

Our payroll team will also provide pay slips and advise on auto-enrollment issues.



Email : hello@phillipcarroll.co.uk Office : 0161 941 7307 Web : phillipcarroll.co.uk Address : Phillip Carroll 10 Ambassador Place Stockport Road Altrincham WA15 8DB



For expert advice please don't hesitate to contact us.