



Payroll Service

ANNUAL SALARY
THIS EMP TAX'L
THIS EMP TAX
TOTAL GROSS

what will it do for me?

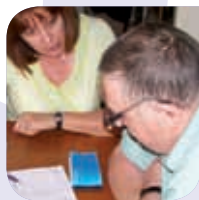
Working with disabled and disadvantaged people for 90 years, Enham has built a trusted wealth of experience and depth of knowledge.

We are committed to providing a wide range of services that cover all aspects of life, from work, learning and everyday living to social activities.

We take a holistic approach – offering a personalised and flexible service for our clients.

If you use Direct Payments, you have the choice of controlling your own finances, choosing where and when to spend your money depending on your needs. If you employ staff you may need a Payroll Service.









Enham Payroll Service will give you the confidence to know that you are paying your personal assistants correctly



Enham's Payroll Service

Using your Direct Payments to employ someone to work for you as a personal assistant can be daunting. Our service gives you the peace of mind to ensure that you pay your team of care assistants correctly.

We can:

-  register you with HM Revenue & Customs (HMRC) as an employer and act as your agent
-  calculate payroll based on information you provide
-  provide you with a weekly payslip for your employee or employees
-  provide you with payroll records
-  provide you with quarterly summary reports of amounts due to HMRC and liaise with HMRC on your behalf
-  produce and electronically file your end of year return with HMRC and provide you with copies for your files if required
-  keep complete payroll records
-  process P45 and P46 documents for your employees.

what will it cost?

Company set up (one off) including registration with HMRC if required	£25
Employee set up (each employee)	£9
Weekly charge (per employee on your payroll)	
1 employee	£4-50
2 – 4 employees	£3-50
Annual on-line return	£15

Weekly and monthly service available

Prices as at November 2008 and subject to regular review, which may lead to revision

where can I get more information?

You can contact the Enham Payroll Office on 01264 345843

Enham Place

Enham Alamein

Hampshire SP11 6JS

www.enham-org.uk

If you need this leaflet in large text, other formats or languages please contact us.

