

## Payroll Bureau Services

### Payroll Services

Our payroll service offers expert payroll administration and processing to organisations of all sizes and is designed to relieve your business of almost all work relating to payroll. The flexible approach we take allows us to tailor a solution to fit your business irrespective of size or location of your business and the frequency of your payroll.

With our friendly and helpful staff we pride ourselves on getting to know you and your business. This helps us to understand your needs and requirements. We employ experts in the production of a payroll who are extremely skilled in the use of the Sage Payroll Bureau software we utilise.

**Our aim is to save you money, save you time and remove all the stress from running your payroll.**



Our fully managed and secure payroll service offers:

- PAYE Registration for new employers
- Payroll set up and full processing
- Payroll data checking prior to input
- Client specific payments i.e. sick pay, bonuses, commission
- P46/P46 processing
- Pensions deductions
- Holiday pay
- Directors pay, ensuring appropriate National Insurance calculations
- Statutory payments—recording and calculation of SSP, SMP, SPP
- Redundancy pay
- Student loan deductions
- Attachment of Earnings deductions
- Preparation and online submission of end of year PAYE and National Insurance returns
- Production of P35, P14 and P60 end of year documentation
- Payslip and payroll reports to suit your individual requirements

The benefits to your organisation of outsourcing your payroll are:

- You know all the costs in advance
- You save time and money
- There is no administrative burden that is associated with managing your own payroll
- You don't need to worry about changes in payroll legislation and statutory requirements
- You avoid dealing with HM Revenue & Customs and other government agencies
- There are no IT and training costs of running your own payroll department
- You don't require any payroll expertise
- You avoid the inconvenience and costs of covering payroll staff leave and other absences
- You have peace of mind knowing that every aspect of your payroll is being taken care of by professionals.

To obtain a quote for the cost of preparing your payroll, please either write to us at the address below, email us at [pay@blenheimconsulting.co.uk](mailto:pay@blenheimconsulting.co.uk) or call us on

**0845 680 0947**

