



The Russell New payroll service operates on a tariff and includes the following in the basic fee:

- Calculation of tax and national insurance deductions
- Provision of monthly email or paper reports (tailored to your requirements)
- Provision of security or encrypted email payslips
- Calculation of statutory maternity pay, statutory sick pay, other working family benefits
- Completion of routine HM Revenue & Customs forms and enquiries
- Provision of forms P45 and P60
- Completion of end of year PAYE returns

Most payrolls will be run on a prearranged date each month and all information is to be provided by that date. When the payroll has been calculated, any re-runs necessitated by changes which are notified late will be charged for on the basis of

time occupied. Errors made by Russell New are corrected without charge.

For an additional fee, net salaries can be paid by BACS.

Not included in the service are the following:-

- Advice on redundancy or dismissal matters
- Childcare voucher schemes
- Completion of forms P11D (returns of expenses)
- Construction Industry Scheme
- Advice on employment related matters generally

These services are available for an additional charge.

Whilst every effort is made to ensure accuracy, payroll is a complex discipline offering many opportunities for information to be misinterpreted. Please therefore check your payroll reports carefully and notify any amendments required immediately.

Standard Quarterly Charges

	1 to 5	Per additional 5
Payroll	105	45
BACS	50	15

+ VAT

Russell New Payroll Service Information Sheet

Advice that stands the test of time