



Call us today to discuss how we can help you save time and money with your payroll administration.

Doncaster

Sidings House, Sidings Court, Lakeside, Doncaster, DN4 5NU

Tel: **01302 329511**

Sheffield

Unit 4, Twelve O'Clock Court, Attercliffe Road,
Sheffield, S4 7WW

Tel: **0114 272 3838**

Worksop

The Turbine, Shireoaks Triangle, Coach Close,
Worksop, S81 8AP

Tel: **01909 512160**

Chesterfield

Tapton Park Innovation Centre, Brimington Road,
Tapton, Chesterfield. S41 0TZ

Tel: **01246 232482**

Why use Payroll Solutions?

- Fixed fee.
- Experienced and fully trained payroll advisor dedicated to your business.
- Avoid penalties on non compliance due to change in legislation.
- Adhoc advice on payroll/employment matters
- Quarterly newsletter

If you only have a few employees, you will make savings by enlisting us to administer your payroll.

Smith Craven
Chartered Accountants

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Chartered Accountants



www.smithcraven.co.uk

Payroll Solutions

The payroll support programme

www.smithcraven.co.uk

Smith Craven
Chartered Accountants

Smith Craven Payroll Solutions

We can take care of everything connected with your payroll and provide you with a reliable and professional service, which will take away the time and hassle of dealing with it yourself.

Operating a payroll system is often time consuming and expensive, as well as a headache in keeping up to date with all the changing legislation.

Our Specialist Payroll Department has grown significantly over the past three years, we currently act for over 150 clients. This growth is due to our service being run by experienced staff using the latest software, providing a personal, confidential and cost effective service tailored to our clients needs.

If you already have an existing payroll scheme, our staff will make it easy to switch to Smith Craven.

Our service is comprehensive and confidential and we work on a fixed fee basis

To find out more, or to instruct us in this respect, call us today.



Our services include:

Processing

We will process all your information on a weekly or monthly basis, to show all the necessary deductions. Not only for Tax and National Insurance, but any other statutory payments such as Statutory Sick Pay, Attachment of Earnings Orders, Child Support Agency payments, Maternity/Paternity pay and Student Loan deductions. All deductions are detailed prior to detailing the net pay for each employee.

Payslips

We will produce computer generated payslips either standard or security protected. Along with the payslips, we can produce summaries and departmental analysis reports and any other information required by your accounts department.

Advice on PAYE and NI

Every month or quarter, we will send you a letter and completed payslip advising you of the amount due for payment to HM Revenue & Customs.

Newsletter / Updates

Quarterly newsletters informing you of any new legislation or important information, such as minimum wage increases will be provided.

Statutory forms and reports

If an employee leaves your company, we calculate and produce a P45 to be given to the employee. At the end of the tax year we will produce your P14's and P60's, along with the P35 end of year forms, which will then be filed on-line.



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