

## PAYROLL SERVICE

### About the service

If you are in receipt of a direct payment and are employing your own PA, Wiltshire CIL can provide a free payroll service.

### The Payroll Service will

- Set up an account for you with HMRC
- Provide you with 2 copies of the payslip each month – one for your records and one for your PA. This will let you know how much to pay your PA and how much to pay to HMRC (if tax is payable)
- Provide you with information on the various ways to pay your tax payment to HMRC each month.
- On your behalf, notify HMRC (\* see below) of the hours worked each month

All you need to do is to email or telephone the number of hours worked by your PA to the Payroll Service by the deadline of 5pm on the 20<sup>th</sup> of the month.

If you employ the same people to do the same hours every month, then we can simplify the process even further by putting you on to Automatic Payroll. Then you only have to contact Payroll (by 5pm on the 20<sup>th</sup> of the month) if there are any changes.

### \* HMRC conditions

It is a requirement of HMRC that all employers who run a payroll have to submit the hours worked by their employee(s) each month. HMRC fine employers for late submissions, so it is vital that the employees' hours are notified to the Payroll Service in time.

### **Please contact the Payroll Service at:**

Wiltshire Centre for Independent Living, 11 Couch Lane, Devizes SN10 1EB

Email: [payroll@wiltshirecil.org.uk](mailto:payroll@wiltshirecil.org.uk)

Telephone: 0300 1233 442

Wiltshire Centre for Independent Living  
Unit 1 11 Couch Lane Devizes Wiltshire SN10 1EB

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