# Possability People



An expert, friendly payroll service that reinvests in our communities

## Let us make your life easier

Any business with employees needs to make sure their staff are paid correctly and on time.

Possability People is a charity which supports disabled people to live independently. We started providing a payroll service 20 years ago, supporting people who employ their own care staff.

Today, Possability People has over 400 clients, from individuals to private businesses to other charities. We offer an expert, flexible payroll service tailored to your needs and requirements. Our job is to make your life simpler and more convenient, so you can get on with doing your job without worry.

# Why choose us?

If you choose us as your payroll provider, you will be supporting a charity which really does make a difference to the lives of thousands of people every year.

## What is the Payroll Service?

Our friendly and efficient team can register you as an employer with HMRC, deal with correspondence and paperwork, and support you with your payroll enquiries such as tax and NI contributions, sick pay, maternity pay.

We will help you calculate how much your employees should be paid, make the statutory deductions (for example National Insurance contributions, auto-enrolment pension contributions) and deal with HMRC year-end forms on your behalf.

#### What we do

Our Payroll Service includes:

- Registering the user as employer with HM Revenue and Customs (HMRC)
- Liaising with HMRC on matters relating to 'pay as you earn' (PAYE) for employers
- Processing payroll and producing payslips
- Processing statutory maternity, paternity, adoption, holiday and sick pay
- Completing of end of year documentation
- Processing of pension deductions in line with any applicable auto enrolment law and providing all the statutory communications when required
- Processing of wage deductions required by government agencies or as required by courts
- Processing starters and leavers based on the appropriate documentation provided by the user
- Production of P45 (leavers' statements) and P60.
- Setting up and administering NEST pension scheme for auto-enrolment.

#### What does it cost?

We charge £8.83 (inclusive of VAT) per organisation, per week.

In addition to weekly payroll charges there is a one-off charge of £60.00 (inclusive of VAT) for the setting up of the pension autoenrolment scheme.

#### For more information

The best way to find out how we can help you is to talk to us; we are a friendly team and happy to chat through your requirements.

Telephone: 01273 89 40 60

Email: payroll@possabilitypeople.org.uk

Website: www.possabilitypeople.org.uk

#### Alternative formats

If you need this publication in an alternative format, please contact us to discuss your needs.

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