



Payroll Service

Registered Charity No: 1106001 in England and Wales
Company Limited by Guarantee No: 2539153 in England and Wales

Do you Employ People?

Need help processing your salary payments?

Since 1st April 2006 St Helens CVS have been providing a payroll bureau service. Payroll is run on any basis for any pay date to suit your organisation's needs: For a monthly fee we can:

- Register you with HM Revenue & Customs and deal with any future correspondence, forms and new legislation
- Prepare your wage slips for each employee, including calculating the employer/employee National Insurance, PAYE and statutory payments
- Provide you with a report of the correct monthly PAYE/National Insurance to be paid to HMRC
- Complete your employer's annual year end return and prepare P14 and P60 forms
- On line filing

We can make payroll simple for you. You just write the cheques each month for each employee and HMRC. We are here to help and advise you regarding tax/national insurance etc, no matter how small the query.

**Our typical costs per month for:
5 employees—£32.50 per month
10 employees—£40 per month**

For a specific quote get in touch. Contact Jane Williams at:

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St Helens
WA10 1BD

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Act Now!

You need to contact us now if you require us to process your payroll from 1st April 2007