



Disability North Payroll Service

Complete and return the form below to register for a payroll package.

Employer details

Mr, Mrs, Ms, Miss etc.:

.....

Name:

.....

Child's name (if service user):

.....

Address:

.....

.....

.....

Postcode:

.....

Telephone number:

.....

Email:

.....

I would like to register for the following payroll package (please tick)

Standard Payroll

Payroll Plus

Disability North E-Newsletter

If you wish to receive news from Disability North in the future, please sign up to our mailing list by ticking this box

Please note: Our e-newsletter service brings you the latest information about events and activities relating to Disability North. We will only use your contact information to inform you via e-mail communications of our activities. We will not share your information with any third parties. If you wish to unsubscribe you can do so by clicking on the unsubscribe link at the end of any e-newsletter you have received from us

How We Use Your Data

To view Disability North's Privacy Notices please visit www.disabilitynorth.org.uk/about-us/privacy-notice/



Disability North Payroll Service Information Pack

Dedicated to meeting all your payroll needs



Disability North Payroll Service is dedicated to meeting all of your payroll needs and will do all the hard work for you.

Our services give you peace of mind. Payroll will be set up for all your employees and that we will deal directly with HMRC (Inland Revenue) on your behalf, so you don't have to.

We provide two payroll packages:

Standard Payroll Service

Standard Payroll is for Direct Payments and Personal Health Budget users who manage their own funding. As part of the Standard Payroll Service we will:

- Register you as an employer with HMRC
- Process payroll monthly
- Calculate tax and national insurance contributions and inform you when they must be paid
- Send you pay slips for each employee
- Calculate and submit your end of year tax returns to HMRC
- Pension - Disability North use NEST only

Standard Payroll Charges

1 to 2 employees:	£9.00 plus vat per month
3 to 4 employees:	£17.00 plus vat per month
5 employees or more:	£5.00 plus vat per person per month
End of year return:	£57.00 plus vat



Payroll Plus Service

Payroll Plus is for service users who require their funding to be managed on their behalf. Payroll Plus may also be able to send your care provider regular payments on your behalf if you use a care agency. Talk to your social worker for more information.

As part of the **Payroll Plus** package we will:

- Register you as an employer with HMRC
- Process payroll monthly
- Calculate tax and national insurance contributions and make payments to HMRC on your behalf
- Send each employee pay slips and make payment into their account for net pay
- Calculate and submit your end of year tax returns to HMRC
- Direct Payments and Personal Health Budget funding managed by Payroll Plus
- Financial records kept by Payroll Plus for Direct Payments and Personal Health Budget annual audit
- Pension - Disability North use NEST only

Payroll Plus Charges

Set up fee	£25 plus vat (one off payment)
1 to 2 employees:	£17.00 plus vat per month
3 to 4 employees:	£28.00 plus vat per month
5 + employees:	£7.50 plus vat per person per month
End of year return:	£57.00 plus vat

Contact Us: Disability North, The Dene Centre, Castle Farm Road, Newcastle upon Tyne, NE3 1PH

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Text Direct: 18001 0191 2840480

Fax: 0191 2130910

Email: reception@disabilitynorth.org.uk

Website: www.disabilitynorth.org.uk