

# ALLIOTT'S



## MANAGED PAYROLL SERVICES

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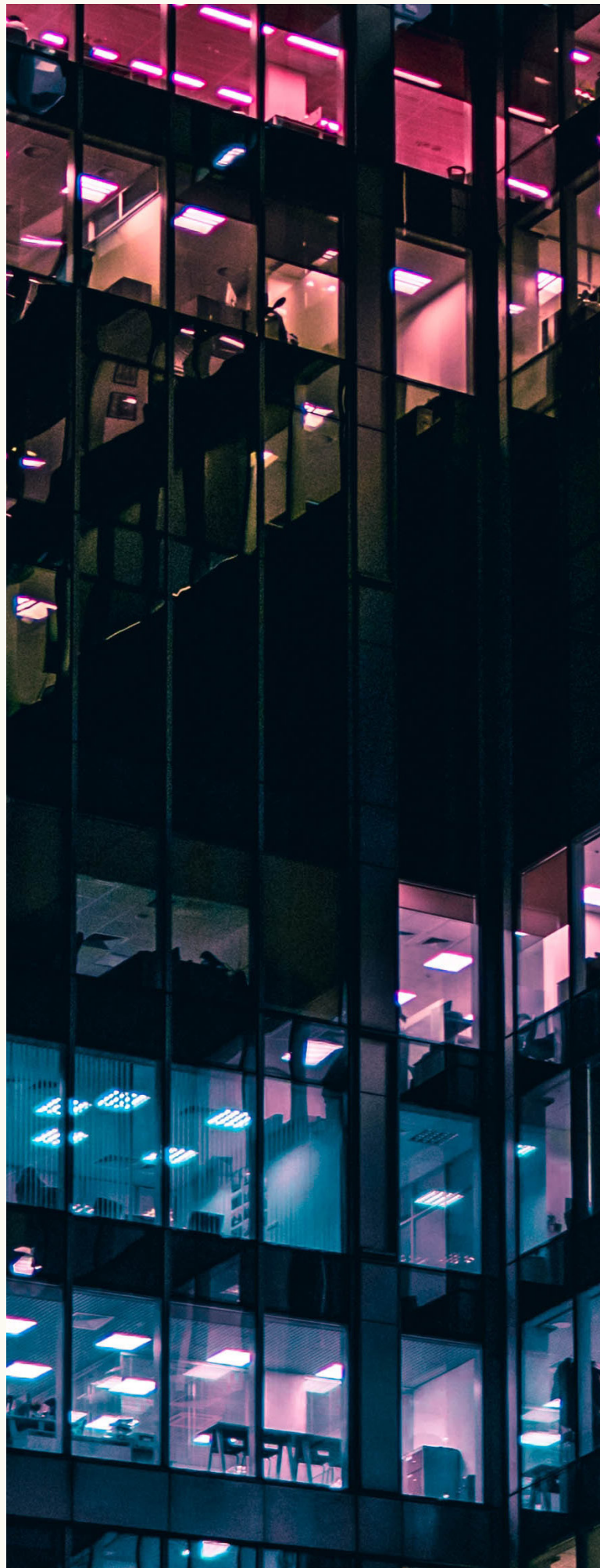
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# THE BENEFITS OF OUTSOURCING YOUR PAYROLL

**Whether you are setting up a new business from scratch, outsourcing your payroll for the first time, or looking for a new payroll provider, you will need to know your payroll is in reliable hands.**

Once you decide to outsource your payroll you will be taking advantage of these benefits:

- A reduced administrative burden and increased cost efficiencies
- The reassurance that your company is compliant with UK payroll and pension legislation
- Continuity of service delivery without the worry of covering periods of absence for in house staff
- Business continuity assurance
- Knowing that payroll software costs and updates will be taken care of
- Changes to tax rates and allowances will be automatically applied
- Specialists will be able to handle any complex payroll arrangements
- Support if you are the subject of a PAYE inspection by HMRC



# WHAT YOU NEED FROM PAYROLL ADVISORS

**Payroll is business critical and it's essential that you get it right. The first step is to work with experienced payroll providers advisors who will ensure that you are compliant and that your employers are paid accurately, and on time**

If you are setting up a new business you need advisors who know what is required to set up a UK entity and who will ensure you are compliant with UK payroll and pension rules. This avoids having to deal with queries from HMRC or other UK regulatory bodies.

As an established business you need advisors who have a proven experience in processing payrolls. It's important that you have access to dedicated contact who knows your business.

You need payroll advisors who are up to date with changes in payroll legislation and who will let you know of any changes affecting your business.

You need advisors who deliver a responsive cost-effective service with maximum operational efficiency and with minimum input from you.

You will need access to a secure online dashboard where you can view your payroll data and your employees can view their payslips and P60s

You need advisors who can access international advice, should you need it.

## **How Alliotts' Payroll specialists will deliver the service you need**

You will be assigned a dedicated payroll advisor who will be available to you when you need them.

We will clearly explain the payroll challenges particular to the UK that you may face when establishing your UK entity.

You will benefit from practical advice delivered by experienced payroll specialists saving you from making costly compliance errors.

You will have ready access to tax and accounting specialists within Alliotts who can provide advice and assistance.

We will work with your team to ensure that data is received on time, queries are resolved and your payroll is produced accurately and on time.

You will have a flexible service that can meet your needs as you expand.

As members of Alliot Global Alliance international advice and assistance is available in over 90 countries.



# RELIABLE SERVICES AND SUPPORT FROM ALLIOTTS' PAYROLL SPECIALISTS

## Setting up your company payroll

If you are a new employer we can register you as an employer at HMRC for PAYE, the first requirement when a company starts to take on employees.

If you are an existing employer we can arrange to transfer all the records from your previous provider and take over as agents for the existing PAYE scheme.

## Pension administration service

New employers usually need a company pension scheme. We can set a pension scheme up for the company and register employees as members of the scheme. We can arrange to take over administration of the existing scheme for established employers.

On a month to month level we can then administer the monthly submissions and collection of contributions for the pension scheme.

We can deal also with the Auto Enrolment compliance requirements for pensions and help with any queries on the operation of the pension scheme.

## Managed payroll service

Each pay period (usually monthly) we complete all the payroll calculations, to agreed timescales, based on the details provided to us by you and any new details such as new tax codes received directly from HMRC.

We produce a set of payroll reports each period including payment summaries, tax payable schedules and payslips for employees.

Usually we publish employees' individual payslips on a secure online portal which the employees can access with a username and password to view, download or print.

## BACS payments

As an accredited BACS bureau we can make the payroll related payments – commonly this is net salaries to employees and monthly payment of PAYE tax and NIC to HMRC on behalf of the company.

## Additional help

We can provide additional advice and support for our clients if, for example, HMRC undertake a PAYE inspection.

## End of year returns and P11ds

We will produce P60s and by liaising with our tax team can produce P11ds (annual return of employee benefits).

# ALLIOTTS: AN OVERVIEW

Alliotts is an independent 13 partner accountancy and business advisory practice with c.100 staff and offices in Central London and Guildford.

We provide a wide range of compliance and advisory services to both national and international clients including audit and accounts, corporate tax planning and strategy, personal tax, payroll and corporate finance. To ensure we cater to all of our clients' needs we also offer more specialist advice on business strategy and human resources. Alliotts payroll team successfully work with a variety of UK and multinational companies, examples of which we can provide at your request. Our payroll service is delivered from both our London and Guildford offices.

Working together will be about more than our technical ability. It is essential we deliver the highest levels of client care.

## Dedicated partner involvement

We guarantee every piece of work enjoys the direct supervision of a dedicated partner.

## Truly international coverage

Alliott Global Alliance is a worldwide alliance of over 200 independent accounting, law and consulting firms. Our membership means we can replicate our services across over 90 countries ([www.alliottglobal.com](http://www.alliottglobal.com))

## Investing in the future

We are committed to investing in a better future and have reviewed our value chain to evaluate our impact on sustainability. We continue working on our Environmental Social and Governance (ESG) plan to improve what we do, how we do it, and the impact we have.

We offer our people an employee assistance programme, a health scheme, family friendly working arrangements, volunteering days, on site mental health first aiders, cycle to work scheme, program of funded social events and fundraising for our firm's charity.

Our active staff representation team have a voice on firm's matters and help drive change.

We are committed to diversity and inclusion and to removing any potential barriers to progression within the firm.

Our structured leadership and development programme encourages our people to continue learning and helping them achieve and exceed their potential.

We have a reduce, reuse, recycle policy.

We have review our suppliers to make sure we limit our impact on the environment.

Our new London offices were selected for their environmental credentials.

We have been accredited as one of the top 10 accountancy firms to work for by Best Companies.

# ALLIOTTS' PAYROLL SPECIALISTS

Please contact a member of our payroll team to talk about your requirements and if you wish we would be happy to provide you with a no obligation quote for your company payroll.



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Alliotts LLP is a UK limited liability partnership registered in England and Wales under company number OC430772. A list of members names is available at the principal place of business.

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