



Managing your payroll needn't be a headache

Through our fully managed payroll service we deliver reliability, accuracy and insight on which you and your employees can rely.

The Moore Stephens Employers' Support Group handles the processing of your payroll from start to finish. We relieve you of your payroll administration burden, while also helping your organisation gain full value from its remuneration costs. Using our specialist staff means that you save both time and cost.

A payroll service 'plus'

Our fully managed payroll service is comprehensive, flexible and tailored to your specific situation. We efficiently and effectively manage your payroll needs, including:

- taking your data and running your payroll on time, every time;
- dealing with the administration associated with starters and leavers;
- straightforward importing and exporting of payroll data;
- calculating all deductions, from PAYE to student loan repayments;
- delivering payroll reports to your specification, including by business unit or department;
- producing employee payslips, with the facility for online access;
- arranging secure payment of salaries by BACS;
- calculating monthly remittances due to HMRC and arranging payment using BACS;
- making other payments by BACS including pension contributions and expenses;
- making secure online submissions to HMRC ensuring full compliance with their Real Time Information reporting requirements;
- handling HMRC correspondence relating to PAYE and National Insurance matters;
- preparing employee end forms year forms P60;
- preparing the return of expenses and benefits forms P11D and P11D(b);
- providing support and advice in relation to internationally mobile employees.

Why Moore Stephens

We believe the quality of our service is second to none.

We offer:

- a highly qualified payroll team with over 100 years of experience;
- two dedicated Moore Stephens' professionals assigned to your payroll;
- high quality processes and procedures to ensure accurate payroll processing;
- responding to payroll queries from your employees ;
- almost 30 years of BACS accreditation certifying strong security over payments;
- flexible and market leading payroll software;
- highly regarded expertise and professionalism, including by HMRC inspectors;
- access to international payroll support through the Moore Stephens International network of firms;
- close working with experts in tax, pensions, wealth management and other related disciplines, enabling us to advise you on issues such as tax-efficient remuneration, share schemes, pension planning (including pensions auto-enrolment administration) and employee benefits;
- fully complying with data protection legislation and maintaining comprehensive disaster recovery and business continuity plans to ensure reliable and robust service provision.

Data isn't just data to us – we 'sense check' everything we do

We don't blindly process any and all payroll data that our clients provide. We proactively use our payroll expertise to spot the error or missing element that could otherwise result in payment errors, incorrect records or HMRC queries, and will feedback to you any concerns.

Our clients entrust us with making total payments in excess of £255m each year

We've been providing high quality payroll services to employers in multiple sectors for many years, and now support over 800 clients.

RTI doesn't faze us – we've been involved from the start

We are experienced operators of HMRC's Real Time Information scheme, having participated in the pre-launch pilot. We understand how it works, and are fully compliant with all RTI requirements.

We understand that payroll is personal

We know your employees are vital to your organisation's success. For this reason, through our rigorous procedures and controls, we make sure your employees are paid what they expect, when they expect it. We are there to help you, your business and your employees so that you can concentrate on your business.

More information

If you would like further help or advice, please contact:



Ian McBane – Partner

D +44 (0)20 7651 1518

ian.mcbane@moorestephens.com



Stuart Daltrey – Director

D +44 (0)20 7651 1626

stuart.daltrey@moorestephens.com

Moore Stephens LLP
150 Aldersgate Street, London EC1A 4AB
T +44 (0)20 7334 9191
www.moorestephens.co.uk