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BUSINESS REPLY SERVICE  
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Other  
Moore Thompson  
services:

- Audit & Accountancy
- Corporate & Personal Taxation
- Business Start Up Advice
- Payroll Bureau
- VAT & Book-keeping
- Trusts & Settlements
- Tax Planning & Mitigation
- Business Acquisitions & Disposals
- Business Plans & Projections



Moore  Thompson  
Business Advisors Chartered Accountants

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Moore  Thompson  
Business Advisors Chartered Accountants

Payroll Services



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## Why choose Moore Thompson?

With experienced, qualified and dedicated payroll staff available to provide you with a reliable, professional service, you can be safe in the knowledge that you and your employees will receive first class treatment.

**Our friendly and professional team strive to provide a competitive and quality value for money service in everything we do.**



## Is my payroll too small for Moore Thompson?

Our payroll bureau provides a fast, efficient and cost effective service for businesses of all sizes: ranging from sole traders with only one or two employees, to large companies with many staff and a substantial payroll function.

**We give you peace of mind and deal with the regulations so that you can concentrate on your business.**

## What do I get for my money?

The Moore Thompson payroll team can provide you with the following:

- Processing of any pay frequency
- Net to gross calculations
- Sealed payslips
- Reports tailored to your requirements
- Electronic salary payments directly to your employees
- Statutory calculations for maternity, paternity, sickness and much more
- End of year processing
- Electronic end of year submissions to HM Revenue & Customs
- Advice on payroll related issues

**We will tailor our payroll services to suit your needs.**



## What do I do now?

Please contact us for an informal discussion about what we could do for you. It's never the wrong time to outsource your payroll.

We are very flexible and can fit in with your requirements.

**Allow us to do the work for you!**



## Key dates for payroll calendar

### Key dates for the payroll calendar

<b>6 April</b>	Start of the tax year
<b>19 April</b>	Final PAYE/NIC payment due for previous tax year (and each quarter thereafter). Quarterly payment of PAYE/NIC for "small" employers
<b>3 May</b>	P46 (car) quarterly return
<b>19 May</b>	Deadline for previous tax year's PAYE end-of-year returns (and each month thereafter). Deadline for non-electronic payment of previous month's PAYE/NIC
<b>22 May</b>	(And each month thereafter). Deadline for electronic payment of previous month's PAYE/NIC
<b>31 May</b>	Deadline to provide your employees with forms P60
<b>4 July</b>	Deadline for Taxed Awards Scheme annual return
<b>5 July</b>	Latest date to set up or amend PAYE Settlement Agreement for previous tax year
<b>6 July</b>	Deadline for annual returns of: employee benefits; termination payments; employee share schemes
<b>19 July</b>	Deadline for previous year's Class 1A NIC for non-electronic payers
<b>22 July</b>	Deadline for previous year's Class 1A NIC for electronic payers
<b>1 October</b>	Half-yearly changes to UK employment law
<b>19 October</b>	Deadline for payment of PAYE Settlement Agreement tax and Class 1B NIC
<b>31 January</b>	Deadline for pension scheme trust, share scheme trust and other employee benefit trust Tax Returns
<b>31 March</b>	Concessional deadline for payment of expatriate employees' NIC for previous tax year
<b>5 April</b>	"Deemed emoluments" PAYE/NIC calculation date for "personal service companies". End of the tax year

## I am interested in .....

Please contact me on a no obligation basis to discuss how Moore Thompson can assist me in respect of the following:

Payroll

Accounts preparation

Business planning and start up

Book-keeping and VAT returns

General financial advice

Sage software and training

Personal and business tax

Succession Planning

Other (please specify below):

Name:

Company:

Address:

Postcode:

Telephone:

e.mail:

**Moore Thompson**

Business Advisers

Chartered Accountants