



# Payroll Services

The solution for all your  
payroll needs

MT Pay: powered by Moore Thompson



## **Why give yourself unnecessary worry and stress when you can safely offload your payroll, compliance, employment and HM Revenue & Customs (HMRC) obligations to the experts? By outsourcing you can free up your valuable time so you can focus on running your company.**

Moore Thompson is a top 100 accountancy and its Payroll Bureau, MT Pay, provides everything you need for your employees and your business through a cost effective hassle free solution to running your payroll. Our experienced, qualified and dedicated friendly staff will assist you with all your payroll needs, from a simple calculation to fully managed solutions.

### **Why outsource to MT Pay?**

- Saves you time and money by letting you concentrate on your core business.
- Takes away the worry of changing payroll legislation and statutory requirements, as our team are highly experienced to make life easy for you.
- Remove the stress of dealing with HMRC, other government departments and third parties.
- Takes away the time consuming, stressful and costly tier of payroll administration within your business.
- Removes the added costs of in house office space, computer equipment, stationary etc.
- Constant cover, no worries if someone goes on holiday or off sick.
- Ensures all salary scales and information are kept totally confidential.
- All your payroll data is securely backed-up away from your business. Secure and confidential in line with the GDPR.
- No need to have any in-house payroll skills.
- Highly experienced and professional staff.
- Managing your legal responsibilities for you.
- Importantly we ensure all your employees are paid accurately and on time – every time.

## Flexibility

We work with all clients on a bespoke basis, making paying your employees easy. One of the things that set us apart from many other providers is our approach to our payroll delivery. Almost every element of our service is customisable to your needs. We tailor the solution to meet your requirements.

## Temporary services/disaster planning

There comes a time for most companies when the unthinkable happens. You find yourself in a position where you have to cover illness or maternity leave, you might not even know how long you need cover for. All you know is that you have to leave the job open for your current member of staff.

### Where does this leave you?

You could do the payroll yourself, however, it means taking your eye away from your core business. You could recruit someone on a temporary basis; you open yourself to the pitfalls of any recruitment. You may not find someone suitable; they may take the job whilst looking for something permanent creating the vicious circle of re-recruiting.

Payroll is a complex area that involves many penalties if it is not processed correctly and something that needs to be right!

MT Pay's temporary payroll solution provides you with that peace of mind in a difficult time, our expertise and flexibility offers you the short term solution you have been looking for. Whether you require someone on site or need to move your payroll into our office for a short period, we tailor our service to your requirements.



## Specialist payrolls



### CIS

Changes in the Construction Industry Scheme have caused many headaches, our solution can remove that headache allowing you to concentrate on what really matters – the running of your business. We will automatically verify your subcontractors online, process monthly CIS returns providing subcontractor statements. CIS deductions and CIS suffered calculated taking into account the cost of materials, VAT, CITB levy, retentions, fees, insurance charges, subs and holiday funds. We also include your CIS when telling you your liability at the end of the month.



### Agencies

We specialise in agency payroll's from logistics to staffing. We take your payroll data, calculate the payroll run as necessary. This includes all starters and leaver documentation, ensuring holiday pay is calculated correctly, taking into account hours worked and variations in hours worked to ensure you are adhering to the current legislation. We can also provide guidance on Right to Work.



### Schools/colleges

Running the payroll for schools/colleges can be testing, many contract types and multiple contracts held at any one time by an employee. Our solution for schools/colleges includes calculation of salaries according to national pay scales, administration of the Teacher's Pension Scheme (TPS) and Local Government Pension Scheme (LGPS) including Monthly Data Collections and all relevant forms in relation to the pension schemes.

## What do you get for your money?

We'll tailor our services to meet your needs, but can offer support with:

- Processing any payroll frequency, including overtime, bonus and commission calculations
- Electronic submissions to HMRC every payday
- Electronic salary payments directly to your employees
- Secure, detailed payslips
- Net to gross calculations
- Full payroll listing to meet legal obligations
- Comprehensive record-keeping including pension records
- Personnel and pension schedules
- Statutory calculations of maternity, paternity, sickness and other payments, including pension contributions under auto-enrolment
- Statutory form maintenance, including end of year procedures
- Reports and analysis
- Cash breakdowns by profit/cost centre, department, activity, business unit or other analysis
- Electronic submission to the pension provider every month
- Additional costs calculator with regards to the implementation of auto-enrolment
- Notification of your staging date
- Implementation of auto-enrolment
- Compliance with The Pensions Regulator
- Setting up of a PAYE scheme on your behalf
- Processing of all P46's P45's
- Abundance of reports including P30/P32, copy payslips, payroll breakdowns, pension reports, analysis reports
- Operating childcare vouchers
- RTI compliance
- Auto-enrolment compliance
- Data validation and checking

Powered by:

**Moore**

**MT**

**Thompson**

Trusted Advisers

Chartered Accountants

## Other services from Moore Thompson

- Audit and accountancy
- Business acquisitions and disposals
- Business plans and projections
- Business start-up advice
- Corporate and personal taxation
- Grant funding
- MT Cloud
- Tax planning and mitigation
- Trusts and settlements
- VAT and bookkeeping

## Contact us

Please call **01775 711333** for an informal discussion about how we can help with your payroll requirements.

**MT Pay**, The Coach House, White Hart Development,  
Market Place, Spalding, Lincolnshire, PE11 1SU

Offices also at:

**Spalding:**  
**01775 711333**

**Wisbech:**  
**01945 465767**

**Market Deeping:**  
**01778 380850**

**Peterborough:**  
**01733 560160**

**Stamford:**  
**01780 751241**

**[moorethompson.co.uk/mt-pay](https://moorethompson.co.uk/mt-pay)**

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