

BENEFITS IN KIND
 SECURITY
 DOCUMENT PORTAL
 HOURS PAYE
 FIXED COSTS
 REPORTS
 PAYSLIPS
 HMRC
OUTSOURCING
 NATIONAL INSURANCE CONTRIBUTIONS
 WAGES
 SALARIES
 EXPENSES
 SUPPORT
 PENSIONS
 COMMUNICATION
 SAVINGS
 AUTOENROLMENT
 EMPLOYEES
 RTI

Payroll and Automatic Enrolment Challenges and Solutions

Process payroll and produce reports and payslips.

Submit RTI returns by deadlines to avoid HMRC's penalties.

Confirm Automatic Enrolment staging date. Develop plan to avoid daily penalties.

Pay for annual payroll software update.

Update payroll software for legislation changes.

Payroll Solution

We understand the challenges of running your own payroll and therefore we work closely with you to ensure that you meet your statutory obligations, with a minimum amount of effort on your part. We are your payroll team not just an outsource service.

We don't just process your payroll, we work with you to manage your payroll and Automatic Enrolment (Workplace pensions), from start to finish. All you need to do is send us the figures, whether it is monthly salaries or weekly hours and we take care of the rest, from producing your payslips to filing your returns with HM Revenue & Customs.

Benefits of our service

- *Free up your time to do what is important in your business and make more money*
- *A payroll solution that grows with your business*
- *Guaranteed service levels*
- *Free support for PAYE inspections*
- *Free telephone advice on all payroll matters*
- *No annual licence or upgrade cost*
- *Fixed prices agreed in advance*

**Contact us for a fixed price solution
to your payroll requirements**



Automatic Enrolment (*workplace pensions*) is coming – are you prepared?

Under new rules that are being phased in from October 2012, employers are required to automatically enrol all members of staff into a workplace pension. Do not leave it until the last minute, or think that it does not affect you because Auto Enrolment applies to **every employer**, even if you only employ 1 person. Remember there are serious fines for non-compliance.

The new rules require careful consideration and planning and we recommend planning for Auto Enrolment at least 12 months before your staging date (i.e. that date you must have a suitable pension scheme in place as required by legislation).

- *We can provide you with practical help and advice to ensure that you are compliant.*
- *We will help you **avoid the penalties that are up to £2,500 per day.***
- *We can provide you with all the necessary documentation between you, your employee and the pension provider.*
- *We can review your workforce to help you understand what your new duties will be.*

Are you ready for the challenge? Whatever step you are at, we are here to help you. And the sooner you get started the better.

T 0800 0811 567 **F** 0800 0811 568 **E** info@2tax.co.uk

Contact us to get a free information pack by answering 7 simple questions