



*“Very high praise for our Blick Rothenberg service team for a continuous and unobtrusive service. Payroll is a necessity, but should not be a burden to a company. I also work for another company, and we are considering moving payroll services due to Blick Rothenberg and our service team.”*

Director, AMS Advanced Medical Services

## Outsourcing the payroll process

More and more companies are realising the benefit of payroll outsourcing – particularly in light of today’s increasingly complex PAYE legislation.

### Who can benefit?

We offer help to businesses not large enough to have their own payroll department or the expert staff to run it. We also look after companies who would prefer not to have such sensitive information in house, especially where the pay of senior executives is concerned. Many of our clients outsource their payroll to us because they wish to focus on their core activities. A particular speciality of ours is looking after the payroll of companies setting up in the UK for the first time who have little or no understanding of UK rules and regulations.

### The Blick Rothenberg payroll system

We take care of the whole process, from the payment of your first employee, to the end of year returns, including all correspondence with HM Revenue & Customs (“HMRC”). We tell you what payments to make, and how and where to make them. We can even make the payments from your bank account should you prefer. Our service takes care of administration, tax, payments and HMRC checks. As well as your monthly salaries, we can also take care of overtime payments, bonuses, commission, pension or court order deductions as well as complying with maternity and sickness regulations.

Additionally, our staff are always happy to answer any employee payroll queries, through your designated contact. The monthly payroll reports can be tailored to your own specific requirements and we can even include your logo.

### Technology

We use ePayslips, a self-service payslip facility that provides secure internet access to current and archived payslips, 24 hours a day, 365 days a year. The site holds current and historical payroll information including year-end returns. This cuts down on administrative costs, demonstrates consideration for the environment and means that you can ensure your employees

are able to access this important information even if they work away from home for extended periods. A secure online web portal is available for upload and download of payroll reports and we can utilise secure email technology where you have this requirement

### People

Whilst we pride ourselves on always keeping up to date with the latest technological developments, we believe that technology is nothing without people. The quality of our staff and their ability to become part of your team is our most valuable asset. Each of our clients is assigned a main point of contact who get to know you and your business inside out. However, if for any reason your usual contact is unavailable, there is always a team of experienced professionals on hand to assist.

### BACS transfers

Blick Rothenberg is an authorised BACS bureau and is able to arrange for the direct transfer of your staff’s salaries into their bank accounts. The BACS system, whereby payment details are not itemised on the bank statement, allows the salary details of all staff, including directors and senior executives, to be kept absolutely confidential.

### Specialised taxation advice

We are closely associated with Blick Rothenberg LLP Chartered Accountants and are able to draw on their expertise to deal with any unusual or one off tax problems which may arise.

For more information, please contact:

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