

VA-L Trading Ltd
**Payroll Services
Application Pack**

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How to Apply

To enrol for VA-L Payroll please complete and return the Service Agreement form, an Employee Details form for each employee that payroll is required for and the HM Revenue & Customs FBI 2 form.

Send forms to:
VA-L Trading Ltd
Payroll Services
34 Lupton Street
Hunslet
Leeds
LS10 2QW

General Information

Voluntary Action-Leeds

Voluntary Action-Leeds (VA-L) has been supporting charities, voluntary organisations and community groups in Leeds for over 60 years.

The Payroll Service

VA-L Payroll Services provide a comprehensive payroll facility available to any organisation in Leeds and the surrounding area, giving an efficient, easy to use and cost-effective payroll solution. Our Payroll Service is staffed by one fulltime and one part-time member of staff, who are part of the VA-L Services Team, responsible to the VA-L Chief Officer.

The Payroll Service Facilities

- Calculation of net pay including changes in salary rates, overtime and changes in hours.
- Payment of net pay by bank transfer direct to your employee's account.
- Sick pay, maternity pay, Student Loan calculations and completion of relevant forms.
- Deductions – we administer the deductions of Pensions (Pensions Trust, Scottish Equitable, Stakeholder Pensions), Leeds Hospital Fund, G.A.Y.E., Union subscriptions (TGWU & Unison) and attachment of earnings as well as the statutory deductions for Tax and National Insurance.
- All deductions will be paid directly to relevant authorities.
- Leavers will be processed as required and P45s issued.
- Year End – all calculations will be made and submitted online to the HMRC. P60s will be issued to each employee. A member of your management committee or authorised signatory will be required to sign the P35 year end Tax Return.
- Salaries will be paid on the 20th of each month.
- Reports – you will be provided with: Payslips; Departmental Analysis, detailing all payments and deductions; Salary Costs Report showing total costs and an invoice and statement.
- Forms – you will be provided with easy to use forms to advise us of any changes.
- Access to help and advise on payroll matters.

Joining the Service

To apply you will need to complete:

- The service agreement and signatory list providing us with details of your organisation.
- Complete Employee Detail forms – one for every employee payroll is required for.
- Complete FBI 2 – to enable us to register your organisation on-line filing services.
- Return the above forms with the registration fee to VA-L Trading Ltd – Payroll Services, 34 Lupton Street, Hunslet, Leeds, LS10 2QW.

Please note - if you wish to terminate the agreement with Payroll Services, one month's notice is required.

Monthly Administration Procedures

- Ensure that changes to detail Authorisation, Salary Amendment and any other applicable forms signed by authorised signatories are received by Payroll Services as per our monthly payroll letter.
- Ensure that payment of the full salary costs is received by Payroll Services as per our monthly payroll letter. If not, salaries may be delayed.

If you wish to pay by standing order please set this up so the payment reached our bank account no later than the 10th of the month.

Our bank account details are:

VA-L Trading Ltd - Payroll a/c
Lloyds Bank
Park Row
Leeds
LS1 1NX

Sort Code: 30-00-05
Account Number: 03754921

Cost

Please see the Service Agreement form or contact VA-L Payroll Services on 0113 297 7929 to confirm costs.

To discuss any aspect of our service please do not hesitate to contact us 0113 297 7929 or payroll@val.org.uk.

Service Agreement

We _____ (Organisation Name)

Authorise VA-L Trading Ltd - Payroll Services to administer salaries on our behalf from
__ / __ / 20 __ (date)

We require VAL Payroll Services to provide: (please tick as applicable)

Payroll Service at a cost of £50.00 Registration Fee and £9.50 per person per month including VAT plus £5.50 per employee for completion of tax year end documentation. (The cost may be vary from time to time following notification to yourselves)

We also request the following additional services (please tick as applicable):

Administration of pensions @ £2.00 per person per month

We will make payment to VA-L Trading Ltd – Payroll Account of the full salary costs i.e. Gross, employers National Insurance, employers pension contribution (if applicable) & administration fee as specified in our monthly payroll letter.

We understand that failure to make payment by this date may result in the payment of salaries to employees being withheld.

We understand that it is our responsibility to check payments made from our account(s) against the report provided by Payroll Services and that VA-L Trading Ltd do not accept any liability for any overpayment or losses incurred.

Name of Organisation _____

Address:

Tel. No. _____ Fax No. _____

Email address: _____

Nature of business / Organisation (Please enclose brochure if available):

Charity Number (if applicable): _____ Date established: __ / __ / _____

Contact Person _____

Tel. No. _____ Normal full time hours: _____

Payroll Correspondence to be sent to:

Signed _____ (Chair) Signed: _____ (Treasurer)

Now please complete and return authorised signatories form.

Signatories Authorised To Make Amendments To Payroll Information

Organisation _____

Please use the following signatories from __ / __ / 20 __ (date)

Signed _____

Name	Position	Signature

Employee Details

P.A.Y.E. Ref:

Employed By _____ Job Title _____

Date you started work for above organisation __ / __ / ____

Name: (Forename) _____ (Surname) _____ Title _____

Home Address _____

_____ Postcode _____ Tel. No. _____

N.I. No. _____ D.O.B. __ / __ / ____ Marital Status _____

Number of hours worked per week _____ Annual Salary _____ Scale P/T _____

Your present circumstances. Enter Yes/No to one of the following

A This is my first job since 6 April and **I have not** been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension. **Yes/No**

B This is now my only job, but since 6 April **I have** had another job, or have received taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or occupational pension. **Yes/No**

C I have another job or receive a state or occupational pension. **Yes/No**

Student Loans

If you left a course of Higher Education before last 6 April and received your first Student Loan instalment on or after 1 September 1998 and you **Yes/No** have not fully repaid your Student Loan. (Does not apply if you are required to pay your Student Loan through your bank or building society account)

Banking Information

Your Bank/Building Society name _____

Address _____

Tel No. _____ Your Building Society Reference Number _____

Sort Code Number __ - __ - __ (6 Digits) Account Number _____ (8 Digits)

I can confirm that this information is correct Account Name _____

Employee Signature _____ Date __ / __ / 20 __

Authorised Signatory _____ Date __ / __ / 20 __

1 References

- Employer's PAYE reference – This can be found on correspondence you receive from your HM Revenue & Customs office, for example P6, P9, P35.
- Accounts Office reference – This can be found on the yellow payslip booklet P30BC sent to you by your HM Revenue & Customs Accounts Office.

2 Who should sign the form

It depends what type of employer you are. See the table below.

Type of employer/contractor	Who signs the form
Individual	You
Companies	The secretary or other responsible officer of the company
Partnerships	The partner responsible for the partnership's affairs. It applies only to the partnership. Individual partners need to sign a separate authority for their own affairs
Trusts	One or more of the trustees

3 How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to

- check the accuracy of information
- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to www.hmrc.gov.uk and look for *Data Protection Act* within the *Search* facility.