

WHY NOT DIGITAL?

With ongoing postal delays affecting the delivery of your payroll and the increase in postal costs, we encourage you to consider the swift and reliable alternative:

GO DIGITAL

Embracing digital solutions ensures:

Instant Communication:

Send and receive documents instantly on any device including mobile, tablet and computer— avoiding delays

Cost Effective:

Postal costs have increased by over 30% in 2023. Help us keep costs low.

Enhanced Security:

Protect sensitive information with advanced security measures.

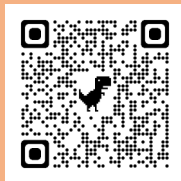
24 hours access:

24 hour access wherever you are.

No paper storage:

All information online when you need it. No need to keep printed copies.

Considering switching?
click [here](#)
or scan the QR code



epayrollUK Ltd Rates

For our new rates from 1st April 2024 please see enclosed

NATIONAL LIVING WAGE

From April 2024, the National Living Wage (NLW) for workers aged 21 and above will increase to **£11.44 per hour**. Anyone below NLW will be increased automatically. For more information please visit

[Minimum wage rates for 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

PAYING HMRC

If you make your own payments to HMRC, please ensure that these payments are made on time and the correct reference number used for the payment. HMRC charges penalties and interest on all late payments.

PAYROLL INFORMATION

PAYDATES – Pay by latest date on Payslip

CHANGES – Tell us when you know or as soon as possible

CHANGE OF BANK DETAILS – Remember to let us know

DEADLINES/CUTOFF

Monthly Set – 15th of each month

Direct Debit Monthly Timesheets—17th of each month

Monthly Timesheets – 22nd of each month

4 Weekly – Please see your Payroll Processing Timetable

Others – As agreed

NB CHRISTMAS DEADLINES ARE EARLY

HOLIDAY – Remember to plan this in – it should not be carried over to the next year or paid out. Most holiday years, run from April—March of each year. All employees are entitled to 5.6 weeks paid holiday (this incl Bank Holidays)

STATUTORY PAYMENT RATES 2023/2024 - Increased rate for 2024/2025

Statutory Sick pay £116.75 pw

Statutory Maternity/Adoption Pay £184.03 pw

Statutory Paternity Pay £184.03 pw

EPAYROLLUK LTD CHARGES 1/4/2024 (Including VAT)

This includes all Starters/Leavers/Year End Processing and Documentation/Bank Admin charges/Employee Payslips, P60's and P45's etc.

Payroll Service (Including Nil Returns)	
No. of Employees per run	Self Managed Self Pay
1-4	£19.44
5-8	£27.30
9+ per employee	£3.30
No. of Employees per run	Managed Care/Third Party/Quarterly Payrolls/MSM
1-4	£33.00
5-8	£47.52
9+ per employee	£3.30
Specialist Payroll Service (Including Nil Returns)	
No. of Employees per run	Direct Debit
1	£18.90
+ per employee	£3.30
Admin Direct Debit Failure	£13.50
No. of Employees per run	My CareBank
1-4	£51.42
5-8	£67.08
9+	£3.30
Small Business	
Quoted	
Invoice Only Service	
No. of Invoices per month	Managed Accounts (Invoices Only)
1-4	£15.84
5+	£21.12
9+	£3.30
Adhoc Charges	
Starter Leaver Payrolls	£34.80
Monitoring/Quarterly Returns	£22.92
Duplicate Copies (Per Page)	£4.20
Posted Payslips to Client	£2.52
Posted Payslips to Employee (Per Employee)	£2.52
Pension Start Up (One Off)	£35.16
Payroll Xtra	Assessed on a case by case basis

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