

## Other Services We Provide

Take a look at our website for information on the extensive range of services we offer including:

- Appointeeship
- Direct Payment Support
- Fund Management
- Auto Enrolment
- Employment Support
- Legal Advice & Guidance
- PA Recruitment

## Contact us for further information

Barrie Bookkeeping  
& Payroll Solutions Ltd



### Address & Contact Details

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Glenrothes  
KY6 2AG

Freephone: **0800 599 9353**

Email: [dp@barriebookkeeping.co.uk](mailto:dp@barriebookkeeping.co.uk)



[www.barriebookkeeping.co.uk](http://www.barriebookkeeping.co.uk)



## Payroll for Direct Payments

A bespoke Direct Payments Payroll Solution designed around the needs of the client.

*Your Care, Your Support, Your Choice*

[www.barriebookkeeping.co.uk](http://www.barriebookkeeping.co.uk)



### We offer more than just a payslip

Barrie Bookkeeping & Payroll Solutions Ltd (BBPS) provide a bespoke Direct Payments Payroll Service designed around the needs of the client. This is done by offering 3 service levels:

#### **Personal Direct Payment**

A basic payroll service where you make all payments. We provide you with the information and documents to assist with this.

#### **Supported Direct Payment**

BBPS make payments to HMRC, NEST, and if required employees, on your behalf. You retain control of your funds and are provided with relevant documents to ensure transparency.

#### **Fully Managed Direct Payment**

Your Direct Payment funds are paid directly to BBPS, who then make all payments on your behalf. This option takes the responsibility away from you whilst providing assurance that you remain compliant.

### What is required of you as an employer

- Make BBPS aware of any employees joining or leaving your employment
- Send in your timesheets and ensure they are correct
- Make BBPS aware of any changes to your budget plan
- Keep and retain your records for the statutory period of 3 years

### What you get

- All payroll documentation such as payslips, P30's etc
- An Individual Transaction Report (ITR) showing all transactions on your account
- Up to date information relating to tax rates, minimum wage etc

### What we do

- Register you as an employer with HMRC
- Calculate wages, deducting correct tax/NI/pension contributions
- Set up your chosen workplace pension scheme ensuring that you are compliant
- Process a P45 when someone leaves your employment
- Process any statutory payments such as SSP, SMP etc

As part of our personal, individual service you will be allocated an Account Manager who will be your primary point of contact for all payroll related matters. They will communicate with HMRC on your behalf and provide support and guidance for any payroll related queries.

