



**Community  
Life Choices**



# Payroll Services

Through our payroll division we offer expert administration and processing services to individuals who employ their own Personal Assistants (PA). Designed to relieve almost all work relating to payroll duties, our flexible service can be tailored towards individual needs, irrespective of the number of PAs, home location or frequency of payroll requirements.

We pride ourselves on getting to know you and your expectations and employ experts who are extremely skilled in the use of payroll software. Our friendly staff are always willing to help and will go the extra mile to meet your needs and requirements.

**Our prime objective is to save you money and time and remove all the stress from running your payroll.**

**Whether you receive money through a Personal Budget, Direct Payment or Health Budget, our aim is to help you spend your allocation as effectively as possible, allowing you to allocate savings to more important things in your life.**

“The service we receive is professional, timely and friendly. I am delighted that I have no worries regarding the payroll for my Personal Assistants - I just hand everything over to CLC”

Customer in Aberdeenshire



Our fully-managed and secure payroll service offers:

- PAYE Registration
- Payroll set up and full processing
- Payroll data checking
- P45 and P46 processing
- Pensions deductions
- Holiday pay
- Statutory payments – recording and calculating of SSP, SMP, SPP
- Student loan deductions
- Attachment of earnings deductions
- Preparation and online submission of end of year PAYE and National Insurance returns
- Production of P35, P14 and P60 end of year documentation
- Individual payslips and payroll reports

Priced from £4.50  
plus VAT per payslip



The benefits to choosing Community Life Choices (CLC) as your payroll provider are:

- ✓ You know all costs in advance
- ✓ You save time and money
- ✓ There is no administrative burden associated with managing your own payroll
- ✓ You don't need to worry about changes in payroll legislation and statutory requirements
- ✓ You avoid dealing with HM Revenue & Customs and other government agencies
- ✓ There are no associated IT and training costs
- ✓ You don't require any payroll expertise
- ✓ You have peace of mind knowing that every aspect of your payroll is being taken care of by health and social care professionals

“It all runs perfectly;  
a great solution”

Customer in Blackburn



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

If you'd like more information about our Payroll Service or any other of our support packages please contact us:

Tel: 0845 689 0008

Fax: 01772 842181

Email: [info@communitylifechoices.co.uk](mailto:info@communitylifechoices.co.uk)

Post: Unit 5 Albert Edward House, The Pavilions, Ashton, Preston, Lancashire, PR2 2YB

If you require a copy of this leaflet in an alternative format, please let us know.