

Payroll Bureau Employer Factsheet



Enquiries and setting up your payroll with VAR

Please get in touch with us to request a quotation or for further information on how the payroll service can support your group with your regular payroll. We will support all new clients with the completion of start up forms if required. Once we have all the necessary forms on file, we can begin to process your payroll on your behalf.

Sending payroll changes across to us

Please include any changes for your next payroll on a Monthly Amendment form (available for download on our website) and send this in to us at least 10 days prior to your pay date. We can then action in the payroll for you.

If there are no changes then you are not required to complete a form, we will process a standard payroll if we haven't heard from you within the 10 day time frame.

Receiving your payroll reports from us

Once your payroll has been processed, we will send out a monthly pack which includes your payroll reports. It is the employer's responsibility to check these and let us know if you have any queries. All reports should be kept in a year end file.

These payroll reports are password protected with the password we have on file from your 'Employer's Information' Form.

We will then send copy of the information calculated in the payroll directly to the HMRC via online filing (the submission of an FPS/EPS). This will be sent on or before your pay date so it is important to let us know if your pay date changes.

Auto-Enrolment Duties

If you have the auto-enrolment support package with us, we will process your pension scheme through the payroll, therefore the figures for the pension will be included on the Pension Report included in your payroll pack.

If your pension provider is compatible with our systems, then we will also let your provider know of the monthly pension figures on your behalf.

Our compatible providers include B&CE, The People's Pension & NEST, however please check with us if you are unsure whether your current provider is on the list.

Once your provider has the figures for the pension, it is your responsibility to submit your schedule for payment each month. This needs to be done by the pension provider's deadline—usually around 10th of the following month.

Making payments to HMRC

Once you receive your employer payroll reports, you will need to make payment to the HMRC for any liabilities deducted through the payroll—as an example, this may relate to tax / NI / student loan deductions.

The amount due for total liabilities will be shown on the 'P32 Employer Payslip', on the 'P32 Report' or on the HMRC spreadsheet included in your pack.

This payment needs to be made to the HMRC by

- the 22nd of the next tax month if you pay monthly
- the 22nd after the end of the quarter if you pay quarterly

If you pay by cheque through the post, it must reach HMRC by the 19th of the following month.

You can make payments here: <https://www.gov.uk/pay-payee-tax>

Reference Numbers

When paying by direct debit, online transfer, at the bank or by cheque, you will need to include reference numbers after your accounts office reference, so that the HMRC can allocate this payment correctly within your account.

These reference numbers can be found in the box to the right. If you pay through the online service, it will work the reference number out for you.

HMRC Reference Numbers

Monthly Payments

Use your 13-character accounts office reference, followed by 4 numbers:

- The last 2 numbers of the tax year, then
- The number of the month the payment is for.

6 April to 5 May	01
6 May to 5 June	02
6 June to 5 July	03
6 July to 5 August	04
6 August to 5 September	05
6 September to 5 October	06
6 October to 5 November	07
6 November to 5 December	08
6 December to 5 January	09
6 January to 5 February	10
6 February to 5 March	11
6 March to 5 April	12

E.g. To make a payment for 6th May to 5th June 2022, you will enter your accounts office reference followed by 2302

23 = the tax year ends in 23

02 = the second month

Quarterly Payments

Use your 13-character accounts office reference, followed by 4 numbers:

- The last 2 numbers of the tax year, then
- The number of the month that the quarter ends on.

6 April to 5 July	03
6 July to 5 October	06
6 October to 5 January	09
6 January to 5 April	12

E.g. To make a payment for the quarter 6th July to 5th October 2022, you will enter your accounts office reference followed by 2306

23 = the tax year ends in 23

06 = the quarter ends on the 6th month

Get in touch

You can reach the team on any of the following methods:

Tel: 01709 726892 **Mob:** 07731021398 **Email:** varpayrollservice@varotherham.org.uk