



## Payroll Agreement Bolton

### Your (Client) Responsibilities -

- Once we are in receipt of all signed and completed paperwork, we will have your account set up with a dedicated payroll clerk, who will contact you, please note, this initial set up timeframe is approx. 8-10 weeks.
- I agree to ensure sufficient funds are available in my Direct Payments account, by the **10<sup>th</sup> of each Month** to cover Personal Assistants wages and any liabilities due over to HMRC and NEST Pensions.
- I agree to inform Disability Positive with any change of circumstances, including change of address, changes to employee's status.
- I understand that if I wish to cancel the Payroll Service at any time, I must do so by giving 1 months' notice in writing.
- I agree to submit details of hours worked and sickness or holidays taken via email to my designated payroll clerk (to be confirmed) these details are to be submitted no later than 12.00pm **3 working days prior to the payslip due date each pay period or 12.00pm 5 working days prior to the payslip due date if I use supported banking services.**
- I give authority to Disability Positive to liaise with the Pensions Regulator and set up a pension scheme on my behalf.
- I give authority to Disability Positive to supply my Direct Payment Account details to the pension company.
- I have read and understood how you will use and process my data for this service and I have informed my employee(s) of the information I provide to you about them, in line with the [privacy notice](#)

### Our (Disability Positives) responsibilities to you The Employer –

- We will ensure that all information relating to the account is stored and used in compliance with prevailing data protection.
- We will run payslip(s) and calculate any Tax, National Insurance & pension contributions and pay these liabilities over to HMRC and Nest pensions.
- All Employees will be auto enrolled into Nest Pension if they meet the criteria.
- You will have a designated payroll clerk who will contact you via email and introduce themselves to you.

- If hours are submitted later than **3 working days** before the payslip due date, we will be unable to produce payslip on the scheduled due date and payslips will therefore be provided late.
- We will be responsible for ensuring payments reach HMRC for the **19<sup>th</sup> of every month providing that hours have been sent in on time.**
- Please note that if your account has not had payslips run for 3 months consecutively, the account will be closed and HMRC will be notified. If you are no longer employing a PA but wish for your account to remain open whilst you are trying to recruit for a replacement, it is your responsibility to update Disability Positive on a monthly basis.

**Employers Name:** \_\_\_\_\_  
*(Please print)*

**Employers Signature:** \_\_\_\_\_ ]

**Name of service user:** \_\_\_\_\_ ]  
*(If different from the Employer)*

**Date:** \_\_\_\_\_ ]