



Thank you for choosing to use our **Payroll Service**.

We are a charity and we help people with disability and long-term conditions, and their families to live well. We know it matters because we live with disability and long-term health conditions too.

We have provided payroll services since 2007 to people who are directing their own care.

In order to enrol in our service please complete the enclosed paperwork, ensuring the appropriate forms as listed below are fully completed and returned to us.

**Checklist for Employers**

Name of Form	Guidance
<b>Employer Details</b>	Please complete all the areas highlighted in yellow and return to us
<b>Payroll Agreement</b>	Please complete all the areas highlighted in yellow and return to us
<b>HMRC 'Authorising your Agent' Form</b>	<p>Please complete all the areas highlighted in yellow and return to us</p> <ul style="list-style-type: none"> <li><b>HMRC Authorising your agent form, completed by the person receiving the care unless the person lacks capacity or is a child.</b></li> </ul>
<b>Eazipay Mandate</b>	Please complete all the areas highlighted in yellow and return to us
<b>Pension Authorisation Form</b>	Please refer the pension information in this letter, please complete all the areas highlighted in yellow and return to us



## Checklist for each Employee

Name of Form	Guidance
<b>Employee Details Form</b>	Please ask each employee to complete all the areas highlighted in yellow of Section 1 of this form and return to you. Once received, please then complete all the areas highlighted in yellow of Section 2 and return to us
<b>HMRC 'New Starter Checklist'</b>	<p>Ask your employee to complete a new starter checklist online. The link is available <a href="#">here</a>. Once they have completed the form online, they will need to print, sign and give to you so you can return to us with the rest of your paperwork</p> <p>Please ask your employee to provide you with a P45 from their previous role (if they have one).</p>

### Pension Regulations

As you are aware, the law has changed and all employers (including anyone employing staff to provide them with support or care) are obliged to provide employees with access to a pension scheme. You will be auto enrolled into the pension scheme, if your employee wishes to opt out then you must contact us to notify us of this.

- We have selected National Employment Savings Trust (NEST) as they are a government scheme set up to provide small employers with pension schemes and currently do not charge a setup fee. If you select NEST as your pension provider, we can offer a Direct Debit service for paying pension contributions on your behalf. If this is your preferred option, please complete the enclosed form (Pension Authorisation Form) and send back to us.
- If you do not wish to use our selected provider, please inform us so that we can update our systems accordingly.

If you require assistance in completing these forms, or for any further information please do not hesitate to contact the Payroll Team on [newaccounts@disabilitypositive.org](mailto:newaccounts@disabilitypositive.org) or call us on **01606 331 853** or **0845 340 2777**.

Kind regards

Steven Malone

Payroll Manager