

Kittiwake Payroll Services



40 second presentation



is a one stop shop for very small businesses to help with mundane things like books of account, tax returns and payroll. Our clients sleep soundly at night knowing that they are operating lawfully and profitably.

We are small and friendly. We run a tight ship.

We design and publish low cost brochure web sites with very high rating, for local clients needing a foundation stone for their web image.

We also offer help with IT, internet market research, copy writing and web content.

We try hard to live up to our promise of providing help at an affordable cost.



Price List - Payroll Monthly

Processing Payroll Monthly standing Charge	£35.00
+ charge per employee	£2.00
Employee Payslip - PDF file	
P30 Employer's Payslip - PDF file	
BACS Payment File - PDF file	
Employer's Tax Summary - PDF file	
P11 Entry	
P32 Employer's Payments - PDF file	
Submission to HMRC	
Excell spreadsheet with completed payroll data, timesheets, holiday/sickness data	
Processing leavers/starters P45, P46, HMRC submission - per employee	£5.00
Employer Year End	£10.00
P14	
P60 PDF file	
P35	
Submission to HMRC	
P11D per employee	£10.00
PDF files sent by E-mail	Free
Printed copies sent by post or delivered to office	To agree

We use HMRC approved software

We are ICB certified in manual and computerised payroll management

Kittiwake Business Aid is registered with HMRC as an Accountancy Service Provider under the MLR. Reg number 12454188.
Kittiwake Business Aid is registered with the Information Commissioner under the Data Protection Act 1998. Reg number Z1630981

See attached exemplar pack with forms and excel spreadsheet



Price List - Payroll Weekly

Processing Payroll Weekly standing charge per payroll run	£10.00
Processing Payroll Weekly Charge up to 10 employees	£10.00
Employee Payslip - PDF file	
P30 Employer's Payslip - PDF file	
BACS Payment File - PDF file	
Employer's Tax Summary - PDF file	
P11 Entry	
P32 Employer's Payments - PDF file	
Submission to HMRC	
Excell spreadsheet with completed payroll data, timesheets, holiday/sickness data	
Every employee above 10	£1.00
Processing leavers/starters P45, P46, HMRC submission - per employee	£5.00
Employer Year End	£10.00
P14	
P60 PDF file	
P35	
Submission to HMRC	
P11D per employee	£10.00
PDF files sent by E-mail	Free
Printed copies sent by post or delivered to office	To agree

We use HMRC approved software

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See attached exemplar pack with forms and excel spreadsheet



Benchmark UK Limited 2010-11

Employer's Summary

Dec-10					1350.00	£34,003.33	£5,658.47	£2,617.41	£25,727.45	£3,072.90	£11,348.78
Ref	Employee	Tax Code	NI Number	Rate	HRS	Total Pay	Tax Deducted	Employee NIC	Employer NIC	HMRC	Net Pay
A01	Blake Allan	647L	SL 35 77 51 D			3890.00	716.67	352.14	436.99	1505.80	2821.19
A02	Leana Moor	BR M1	SL 84 90 90 C			980.00	196.00	55.44	64.51	315.95	728.56
A03	Pamela Lucas	647L	NM 65 27 04 B			1213.33	134.60	81.11	94.38	310.09	997.62
A04	Alex Johnson	647L M1	JM 81 45 99 D	6.00	230	1380.00	168.00	99.44	115.71	383.15	1112.56
A05	Gabriella Firth	BR M1	SL 13 45 17 B			1200.00	240.00	79.64	92.67	412.31	880.36
A06	Stacy Morgan	BR M1	SE 45 34 21 C	6.00	190	1140.00	228.00	73.04	84.99	386.03	838.96
A07	Mary Blacksmith	647L	SL 38 96 93 B			1000.00	92.00	57.64	67.07	216.71	850.36
A08	Anna Stepanova	BR M1	SE 45 63 21 C			1000.00	200.00	57.64	67.07	324.71	742.36
A09	John Euston	BR	SE 89 47 77 B			1200.00	240.00	79.64	92.67	412.31	880.36
P01	Stewart Martin	BR	SE 34 21 56 B			2500.00	500.00	222.64	259.07	981.71	1777.36
P02	Matthew Clarke	653L	YZ 23 44 88 A			1670.00	225.20	131.34	152.83	509.37	1313.46
P03	Ian Reid	BR	SL 01 38 86 B			1700.00	340.00	134.64	156.67	631.31	1225.36
P04	Clive McBawn	647L M1	JL 02 76 07 D			1400.00	172.00	101.64	118.27	391.91	1126.36
S01	Patricia Gilbert	647L M1	AS 74 06 56 C			2450.00	382.00	217.14	252.67	851.81	1850.86
S02	Margaret Farrell	647L M1	WE 34 52 13 A			2890.00	470.00	265.54	308.99	1044.53	2154.46
S03	Angela Phillips	BR M1	SL 06 58 58 C			2080.00	416.00	176.44	205.31	797.75	1487.56
T01	Bob Stilton	647L	SL 21 85 75 B	7.00	200	1400.00	172.00	101.64	118.27	391.91	1126.36
T02	Lukas Green	647L	SG 58 98 96 A	7.00	180	1260.00	144.00	86.24	100.35	330.59	1029.76
T03	Christian Polenski	647L	SK 87 83 72 A	7.00	190	1330.00	158.00	93.94	109.31	361.25	1078.06
T05	Tony Williams	BR M1	SL 56 20 72 C	7.00	160	1120.00	224.00	70.84	82.43	377.27	825.16
T06	Aidan Burton	BR M1	SL 52 11 46 C	6.00	200	1200.00	240.00	79.64	92.67	412.31	880.36



Benchmark UK Limited 2010-11

Department	(All)
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SALARY & JOB - latest update

Max of Salary		Year				
REF	2006	2007	2008	2009	2010	
A03					46000	
A04					33000	
A05					19065	
A06					42300	
P02			34000	38000	39000	
P03				1500	27500	
P04					27140	
S01			31000		32000	
S03					12500	
S02				14000	15000	
A09			20000		23000	
A01	37000	45000			50000	
A02	32000	36000			38000	
A07			10000	11000	11500	
A08			10000	10000	10500	
P01	30000	32000			33000	

Ref	Name	JobTitle	Department	CC	Date	Salary	Salary pro rata
A03	Pamela Lucas	Order Coordinator	Admin	106007203	02/07/05	£30,750.00	£30,750.00
A04	Alex Johnson	Administrator	Admin	106007203	02/07/05	£16,912.50	£16,912.50
A05	Gabriella Firth	Accounts Assistant	Admin	106007203	02/07/05	£16,400.00	£16,400.00
A06	Stacy Morgan	Admin Assistant	Admin	106007203	02/07/05	£12,600.00	£9,450.00
P02	Matthew Clarke	Quality Assurance Engineer	Production	106000032	02/07/05	£39,000.00	£39,000.00
P03	Ian Reid	Quality Control Manager	Production	106000032	02/07/05	£22,000.00	£22,000.00
P04	Clive McBawn	Assembly manager	Production	106000032	02/07/05	£20,000.00	£20,000.00
S01	Patricia Gilbert	Sales Manager	Sales	106000022	02/07/05	£32,000.00	£32,000.00
S03	Angela Phillips	Customer Service	Sales	106000022	02/07/05	£12,500.00	£12,500.00
S02	Margaret Farrell	Sales Administrator	Sales	106000022	02/07/05	£15,000.00	£15,000.00
A09	John Euston	IT Technician	Admin	106007203	02/07/05	£23,000.00	£16,100.00
A01	Allan Blake	General Manager	Admin	106007203	02/07/05	£50,000.00	£50,000.00
A02	Leana Moor	Finance Manager	Admin	106007203	02/07/05	£38,000.00	£38,000.00
A07	Mary Blacksmith	Receptionist	Admin	106007203	02/07/05	£11,500.00	£0.00
A08	Anna Stepanova	Cleaner	Admin	106007203	02/07/05	£10,500.00	£8,400.00
P01	Stewart Martin	Production Manager	Production	106000032	02/07/05	£33,000.00	£33,000.00

Benchmark UK Limited 2010-11

Employee List

Layout: Work

Employee Name	Works Number	Department	Job Title	Pay Frequency	Tax Code	NI Letter	NI Number
Stilton Bob (A01)	A01	Production	Assembly worker	Monthly	647L	A	SL 21 85 75 B
Euston John (A02)	A02	Sales	Customer Service	Monthly	BR	A	SE 89 47 77 B
Green Lukas (A03)	A03	Production	Assembly worker	Monthly	647L	A	SG 58 98 96 A
Johnson Alex (A04)	A04	Admin	Administrator	Monthly	647L	A	JM 81 45 99 D
Polenski Christian (A05)	A05	Production	Assembly worker	Monthly	647L	A	SK 87 83 72 A
Allan Blake (A06)	A06	Admin	General Manager	Monthly	647L	A	SL 35 77 51 D
Blacksmith Mary (A07)	A07	Admin	Receptionist	Monthly	647L	A	SL 38 96 93 B
Stepanova Anna (A08)	A08	Admin	Cleaner	Monthly	BR	A	SE 45 63 21 C
Houston Andy (A09)	A09	Production	Assembly worker	Monthly	647L	A	JP 78 73 54 C
Reid Ian (A10)	A10	Production	Quality control manager	Monthly	BR	A	SL 01 38 86 B
Firth Gabriella (A11)	A11	Admin	Accounts Assistant	Monthly	BR	A	SL 13 45 17 B
Moor Liana (A12)	A12	Admin	Finance Manager	Monthly	BR	A	SL 84 90 90 C
Farrem Margaret (A13)	A13	Sales	Sales Manager	Monthly	647L	A	WE 34 52 13 A
Martin Stewart (A14)	A14	Production	Production Manager	Monthly	BR	A	SE 34 21 56 B
Gilbert Patricia (A15)	A15	Sales	Sales Manager	Monthly	647L	A	AS 74 06 56 C
Williams Tony (A16)	A16	Production	Assembly worker	Monthly	BR	A	SL 56 20 72 C
McBawn Clive (A17)	A17	Production	Assembly manager	Monthly	647L	A	JL 02 76 07 D
Phillips Angela (A18)	A18	Sales	Customer Service	Monthly	BR	A	SL 06 58 58 C
Burton Aidan (A19)	A19	Production	Assembly worker	Monthly	BR	A	SL 52 11 46 C
Morgan Stacy (A20)	A20	Admin	Admin Assistant	Monthly	BR	A	SE 45 34 21 C
Lucas Pamela (A21)	A21	Admin	Administator	Monthly	647L	A	NM 65 27 04 B
Clarke Mathew (A22)	A22	Production	Quality Assurance Engineer	Monthly	653L	A	YZ 23 44 88 A

Benchmark UK Limited 2010-11

Employer's Tax Summary

Dec-10

All Employees, Layout: Compact

Employee	Works Number	Tax Code	Basic Payment	Tax Deducted	Employee NIC	Net Pay	Employer NIC	Total Pay
Stilton Bob (A01)	A01	647L	1,400.00	172.00	101.64	1,126.36	118.27	1,400.00
Euston John (A02)	A02	BR	1,200.00	240.00	79.64	880.36	92.67	1,200.00
Green Lukas (A03)	A03	647L	1,260.00	144.00	86.24	1,029.76	100.35	1,260.00
Johnson Alex (A04)	A04	647L*	1,380.00	168.00	99.44	1,112.56	115.71	1,380.00
Polenski Christian (A05)	A05	647L	1,330.00	158.00	93.94	1,078.06	109.31	1,330.00
Allan Blake (A06)	A06	647L	3,890.00	716.67	352.14	2,821.19	436.99	3,890.00
Blacksmith Mary (A07)	A07	647L	1,000.00	92.00	57.64	850.36	67.07	1,000.00
Stepanova Anna (A08)	A08	BR*	1,000.00	200.00	57.64	742.36	67.07	1,000.00
Reid Ian (A10)	A10	BR*	1,700.00	340.00	134.64	1,225.36	156.67	1,700.00
Firth Gabriella (A11)	A11	BR*	1,200.00	240.00	79.64	880.36	92.67	1,200.00
Moor Liana (A12)	A12	BR*	980.00	196.00	55.44	728.56	64.51	980.00
Farrem Margaret (A13)	A13	647L*	2,890.00	470.00	265.54	2,154.46	308.99	2,890.00
Martin Stewart (A14)	A14	BR*	2,500.00	500.00	222.64	1,777.36	259.07	2,500.00
Gilbert Patricia (A15)	A15	647L*	2,450.00	382.00	217.14	1,850.86	252.67	2,450.00
Williams Tony (A16)	A16	BR*	1,120.00	224.00	70.84	825.16	82.43	1,120.00
McBawn Clive (A17)	A17	647L*	1,400.00	172.00	101.64	1,126.36	118.27	1,400.00
Phillips Angela (A18)	A18	BR*	2,080.00	416.00	176.44	1,487.56	205.31	2,080.00
Burton Aidan (A19)	A19	BR*	1,200.00	240.00	79.64	880.36	92.67	1,200.00
Morgan Stacy (A20)	A20	BR*	1,140.00	228.00	73.04	838.96	84.99	1,140.00
Lucas Pamela (A21)	A21	647L	1,213.33	134.60	81.11	997.62	94.38	1,213.33
Clarke Mathew (A22)	A22	653L	1,670.00	225.20	131.34	1,313.46	152.83	1,670.00
Total			34,003.33	5,658.47	2,617.41	25,727.45	3,072.90	34,003.33

Employer Totals:

	PAYE Month
Total Net Pay	25,727.45
TAX:	
Tax	5,658.47
Total Tax Due	5,658.47
NIC:	
Employee NIC	2,617.41
Employer NIC	3,072.90
Total NIC Due	5,690.31
Total Tax & NIC Due	11,348.78
HMRC ACCOUNT:	
Tax & NIC due for Dec-10	11,348.78
Payment for Dec-10	11,348.78
Balance carried forward to Jan-11	0.00
OTHER PAYMENTS:	
TOTAL NET OUTLAY	37,076.23

Amounts shown in the PAYE Month column are the totals for all the pay periods in that PAYE Month (but do not include any pre-paid holiday pay).

Benchmark UK Limited 2010-11

BACS Payment File

Dec-10

Layout: Allied Irish Bank

Bank **HSBC**
Branch **Corby**
Sort Code
Account Name
Account Number
Payment Reference

Payee	Description	Payment Date	Account Number	Sort Code	Payment Reference	Amount to pay
Stilton Bob (A01)	Salary Dec-10	30-Dec-10	00050065	09 00 00		1,126.36
Euston John (A02)	Salary Dec-10	30-Dec-10	00451108	11 02 09		880.36
Green Lukas (A03)	Salary Dec-10	30-Dec-10	36785960	77 21 04		1,029.76
Johnson Alex (A04)	Salary Dec-10	30-Dec-10	24726792	07 44 56		1,112.56
Polenski Christian (A05)	Salary Dec-10	30-Dec-10	51632172	40 26 07		1,078.06
Allan Blake (A06)	Salary Dec-10	30-Dec-10	10873166	20 45 77		2,821.19
Blacksmith Mary (A07)	Salary Dec-10	30-Dec-10	10198166	20 45 77		850.36
Stepanova Anna (A08)	Salary Dec-10	30-Dec-10	24923668	77 21 14		742.36
Reid Ian (A10)	Salary Dec-10	30-Dec-10	23192342	20 61 51		1,225.36
Firth Gabriella (A11)	Salary Dec-10	30-Dec-10	32145560	30 96 09		880.36
Moor Liana (A12)	Salary Dec-10	30-Dec-10	31936978	30 96 09		728.56
Farrem Margaret (A13)	Salary Dec-10	30-Dec-10	90643887	40 09 00		2,154.46
Martin Stewart (A14)	Salary Dec-10	30-Dec-10	253123760	77 21 14		1,777.36
Gilbert Patricia (A15)	Salary Dec-10	30-Dec-10	01934564	30 90 49		1,850.86
Williams Tony (A16)	Salary Dec-10	30-Dec-10	16243160	77 21 02		825.16
McBawn Clive (A17)	Salary Dec-10	30-Dec-10	80111219	20 45 77		1,126.36
Phillips Angela (A18)	Salary Dec-10	30-Dec-10	16065568	77 21 02		1,487.56
Burton Aidan (A19)	Salary Dec-10	30-Dec-10	458643660	77 21 04		880.36
Morgan Stacy (A20)	Salary Dec-10	30-Dec-10	45542568	77 21 04		838.96
Lucas Pamela (A21)	Salary Dec-10	30-Dec-10	20233960	77 21 04		997.62
Clarke Mathew (A22)	Salary Dec-10	30-Dec-10	00232247	30 92 26		1,313.46
Total Payments						25,727.45

[Click here to create the file](#)

BACS Payment File in Allied Irish Bank format created for submission to PC Banking system:

"STILTON BOB (A01)",090000,'00050065,1126.36,"SALARY DEC-10",99
"EUSTON JOHN (A02)",110209,00451108,880.36,"SALARY DEC-10",99
"GREEN LUKAS (A03)",772104,36785960,1029.76,"SALARY DEC-10",99
"JOHNSON ALEX (A04)",074456,24726792,1112.56,"SALARY DEC-10",99
"POLENSKI CHRISTIAN (A05)",402607,51632172,1078.06,"SALARY DEC-10",99
"ALLAN BLAKE (A06)",204577,10873166,2821.19,"SALARY DEC-10",99
"BLACKSMITH MARY (A07)",204577,10198166,850.36,"SALARY DEC-10",99
"STEPANOVA ANNA (A08)",772114,24923668,742.36,"SALARY DEC-10",99
"REID IAN (A10)",206151,23192342,1225.36,"SALARY DEC-10",99
"FIRTH GABRIELLA (A11)",309609,32145560,880.36,"SALARY DEC-10",99
"MOOR LIANA (A12)",309609,31936978,728.56,"SALARY DEC-10",99
"FARREM MARGARET (A13)",400900,90643887,2154.46,"SALARY DEC-10",99
"MARTIN STEWART (A14)",772114,253123760,1777.36,"SALARY DEC-10",99
"GILBERT PATRICIA (A15)",309049,01934564,1850.86,"SALARY DEC-10",99
"WILLIAMS TONY (A16)",772102,16243160,825.16,"SALARY DEC-10",99
"MCBAWN CLIVE (A17)",204577,80111219,1126.36,"SALARY DEC-10",99
"PHILLIPS ANGELA (A18)",772102,16065568,1487.56,"SALARY DEC-10",99
"BURTON AIDAN (A19)",772104,458643660,880.36,"SALARY DEC-10",99
"MORGAN STACY (A20)",772104,45542568,838.96,"SALARY DEC-10",99
"LUCAS PAMELA (A21)",772104,20233960,997.62,"SALARY DEC-10",99
"CLARKE MATHEW (A22)",309226,00232247,1313.46,"SALARY DEC-10",99

Benchmark UK Limited 267/GA33767

Employer's Payslip for Dec-10

Calculation	
TAX:	
Tax	5,658.47
Total tax due	5,658.47
NIC:	
Employee NIC	2,617.41
Employer NIC	3,072.90
Total NIC due	5,690.31
Total tax & NIC due	11,348.78

HMRC Account	
Balance owed from Nov-10	0.00
Tax & NIC due for Dec-10	11,348.78
Payment for Dec-10	11,348.78
Balance carried forward to Jan-11	0.00

Payment Details	
Amount	11,348.78
Reference	267 PL 00208954 1109
Accounts office	Shipley
To reach HMRC by	19-Jan-11
If paying by cheque:	
Sort code	57-80-49
Account no.	10000216
If paying by bank transfer:	
Sort code	08-32-10
Account no.	12001020

Payslip



bank giro credit

Period ending
05 Jan 2011

Year **2010-11**

Reference **267 PL 00208954 1109**

Credit account number

10000216

Amount due
(no fee payable at PO counter)

J 11,348.78

CHEQUE ACCEPTABLE

For official use

Cashier's stamp and initials

Signature

Date

For official use

57-80-49

CASH		
CHEQUE		
J	11,348.78	

Please do not fold this payslip or write or mark below this line

Benchmark UK Limited 2010-11

P32 Employer's Payments

Layout: Traditional

Pay Period	Tax Deducted	Tax +SLR -Tax Credits	Employee + Employer NIC	Net NIC	Amount Due to HMRC for Period	Actually Paid to HMRC
Month 1	1,748.60	1,748.60	2,203.97	2,203.97	3,952.57	3,952.57
Month 2	2,366.40	2,366.40	2,614.61	2,614.61	4,981.01	4,981.01
Month 3	4,280.40	4,280.40	3,858.29	3,858.29	8,138.69	8,138.69
Month 4	2,303.20	2,303.20	2,688.82	2,688.82	4,992.02	4,992.02
Month 5	4,827.80	4,827.80	4,795.98	4,795.98	9,623.78	9,623.78
Month 6	5,241.40	5,241.40	5,276.00	5,276.00	10,517.40	10,517.40
Month 7	5,438.46	5,438.46	5,379.41	5,379.41	10,817.87	10,817.87
Month 8	5,128.47	5,128.47	5,152.03	5,152.03	10,280.50	10,280.50
Month 9	5,658.47	5,658.47	5,690.31	5,690.31	11,348.78	11,348.78
Month 10						
Month 11						
Month 12						
Year Total	36,993.20	36,993.20	37,659.42	37,659.42	74,652.62	74,652.62

Benchmark UK Limited 2010-11

Employee Pay Totals

Apr-10 to Mar-11

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
Stilton Bob (A01)	10,353.00	1,098.60	721.82	8,532.58	839.92
Euston John (A02)	10,455.00	2,091.00	678.81	7,685.19	789.88
Green Lukas (A03)	8,966.00	821.20	556.82	7,587.98	647.93
Johnson Alex (A04)	6,931.50	588.00	365.64	5,977.86	425.46
Polenski Christian (A05)	9,695.50	967.20	637.06	8,091.24	741.30
Allan Blake (A06)	33,270.00	5,754.00	3,068.26	24,447.74	3,710.19
Blacksmith Mary (A07)	8,240.00	676.00	476.96	7,087.04	555.00
Stepanova Anna (A08)	7,880.00	1,576.00	447.92	5,856.08	521.20
Houston Andy (A09)	3,108.00	238.80	145.42	2,723.78	169.21
Reid Ian (A10)	12,670.00	2,534.00	974.82	9,161.18	1,134.32
Firth Gabriella (A11)	5,170.00	1,034.00	249.26	3,886.74	290.04
Moor Liana (A12)	6,168.00	1,233.60	311.96	4,622.44	363.00
Farrem Margaret (A13)	17,970.00	2,730.00	1,557.82	13,682.18	1,812.72
Martin Stewart (A14)	16,400.00	3,172.00	1,332.76	11,895.24	1,550.83
Gilbert Patricia (A15)	13,350.00	1,914.00	1,101.98	10,334.02	1,282.29
Williams Tony (A16)	6,696.00	1,339.20	417.12	4,939.68	485.37
McBawn Clive (A17)	9,700.00	1,184.00	700.48	7,815.52	815.09
Phillips Angela (A18)	11,610.00	2,322.00	957.66	8,330.34	1,114.36
Burton Aidan (A19)	6,192.00	1,238.40	361.68	4,591.92	420.85
Morgan Stacy (A20)	7,428.00	1,485.60	497.64	5,444.76	579.06
Lucas Pamela (A21)	11,199.97	1,268.00	760.79	9,171.18	885.26
Clarke Mathew (A22)	13,542.31	1,727.60	1,018.41	10,796.30	1,185.05
Total	236,995.28	36,993.20	17,341.09	182,660.99	20,318.33

Benchmark UK Limited 2010-11

Employee Pay Details

Layout: Compact

Stilton Bob (A01)

Pay Period	Works Number	Tax Code	Basic Payment	Tax Deducted	Employee NIC	Net Pay	Employer NIC	Total Pay
M01 30-04-10	A01	647L*						
M02 30-05-10	A01	647L*	609.00	13.80	14.63	580.57	17.02	609.00
M03 30-06-10	A01	647L	459.00	-13.80		472.80		459.00
M04 30-07-10	A01	647L	1,200.00	21.60	79.64	1,098.76	92.67	1,200.00
M05 30-08-10	A01	647L	1,750.00	242.00	140.14	1,367.86	163.07	1,750.00
M06 30-09-10	A01	647L	1,715.00	235.00	136.29	1,343.71	158.59	1,715.00
M07 30-10-10	A01	647L	1,750.00	242.00	140.14	1,367.86	163.07	1,750.00
M08 30-11-10	A01	647L	1,470.00	186.00	109.34	1,174.66	127.23	1,470.00
M09 30-12-10	A01	647L	1,400.00	172.00	101.64	1,126.36	118.27	1,400.00
M10 30-01-11	A01	647L						
M11 28-02-11	A01	647L						
M12 30-03-11	A01	647L						
Total			10,353.00	1,098.60	721.82	8,532.58	839.92	10,353.00

Euston John (A02)

Pay Period	Works Number	Tax Code	Basic Payment	Tax Deducted	Employee NIC	Net Pay	Employer NIC	Total Pay
M01 30-04-10	A02	647L	1,038.00	99.60	61.82	876.58	71.94	1,038.00
M02 30-05-10	A02	647L	1,089.00	109.80	67.43	911.77	78.46	1,089.00
M03 30-06-10	A02	BR	1,128.00	441.60	71.72	614.68	83.46	1,128.00
M04 30-07-10	A02	BR	1,200.00	240.00	79.64	880.36	92.67	1,200.00
M05 30-08-10	A02	BR	1,200.00	240.00	79.64	880.36	92.67	1,200.00
M06 30-09-10	A02	BR	1,200.00	240.00	79.64	880.36	92.67	1,200.00
M07 30-10-10	A02	BR	1,200.00	240.00	79.64	880.36	92.67	1,200.00
M08 30-11-10	A02	BR	1,200.00	240.00	79.64	880.36	92.67	1,200.00
M09 30-12-10	A02	BR	1,200.00	240.00	79.64	880.36	92.67	1,200.00
M10 30-01-11	A02	BR						
M11 28-02-11	A02	BR						
M12 30-03-11	A02	BR						
Total			10,455.00	2,091.00	678.81	7,685.19	789.88	10,455.00

Green Lukas (A03)

Pay Period	Works Number	Tax Code	Basic Payment	Tax Deducted	Employee NIC	Net Pay	Employer NIC	Total Pay
M01 30-04-10	A03	647L	1,038.00	99.60	61.82	876.58	71.94	1,038.00
M02 30-05-10	A03	647L	762.00	44.40	31.46	686.14	36.61	762.00
M03 30-06-10	A03	647L	840.00	60.00	40.04	739.96	46.59	840.00
M04 30-07-10	A03	647L	96.00	-88.80		184.80		96.00
M05 30-08-10	A03	647L	1,260.00	144.00	86.24	1,029.76	100.35	1,260.00
M06 30-09-10	A03	647L	1,190.00	130.00	78.54	981.46	91.39	1,190.00
M07 30-10-10	A03	647L	1,260.00	144.00	86.24	1,029.76	100.35	1,260.00
M08 30-11-10	A03	647L	1,260.00	144.00	86.24	1,029.76	100.35	1,260.00
M09 30-12-10	A03	647L	1,260.00	144.00	86.24	1,029.76	100.35	1,260.00
M10 30-01-11	A03	647L						
M11 28-02-11	A03	647L						
M12 30-03-11	A03	647L						
Total			8,966.00	821.20	556.82	7,587.98	647.93	8,966.00

Johnson Alex (A04)

Pay Period	Works Number	Tax Code	Basic Payment	Tax Deducted	Employee NIC	Net Pay	Employer NIC	Total Pay
M01 30-04-10	A04	647L*						
M02 30-05-10	A04	647L*	297.00			297.00		297.00
M03 30-06-10	A04	647L*	454.50			454.50		454.50
M04 30-07-10	A04	647L*	900.00	72.00	46.64	781.36	54.27	900.00
M05 30-08-10	A04	647L*	900.00	72.00	46.64	781.36	54.27	900.00
M06 30-09-10	A04	647L*	900.00	72.00	46.64	781.36	54.27	900.00
M07 30-10-10	A04	647L*	900.00	72.00	46.64	781.36	54.27	900.00

**Benchmark UK Limited**

12 Earlstress St Corby Northamptonshire NN18 8EY Ref: 267 / GA33767

*We all wish you a Happy Birthday
on 25-Jan-11!***Stilton Bob (A01)**
14 Nasmith Avenue
Corby
NN17 1DRPay Period **Dec-10**
Pay Date **30-Dec-10**
Pay Type **Monthly**
Payment Method **BACS**

Works Number **A01**
Department **Production**
Tax Code **647L**
NI Number **SL 21 85 75 B**
NI Table Letter **A****Year to Date**
Taxable Gross Pay **10,353.00**
Income Tax **1,098.60**
Employee NIC **721.82**
Employer NIC **839.92**

Payments			
Description	Hours	Rate	Amount
Rate 1	200.00	7.00	1400.00
Total Hourly Pay			1,400.00
Total Payments			1,400.00

Deductions	
Income Tax	172.00
National Insurance	101.64
Total Deductions	273.64

Net Pay 1,126.36**Benchmark UK Limited**

12 Earlstress St Corby Northamptonshire NN18 8EY Ref: 267 / GA33767

Euston John (A02)
5 Pine Walk
Corby
NN17 2YAPay Period **Dec-10**
Pay Date **30-Dec-10**
Pay Type **Monthly**
Payment Method **BACS**

Works Number **A02**
Department **Sales**
Tax Code **BR**
NI Number **SE 89 47 77 B**
NI Table Letter **A****Year to Date**
Taxable Gross Pay **10,455.00**
Income Tax **2,091.00**
Employee NIC **678.81**
Employer NIC **789.88**

Payments	
Basic Pay	1,200.00
Total Payments	1,200.00

Deductions	
Income Tax	240.00
National Insurance	79.64
Total Deductions	319.64

Net Pay 880.36**Benchmark UK Limited**

12 Earlstress St Corby Northamptonshire NN18 8EY Ref: 267 / GA33767

Green Lukas (A03)
12 Barth Close
Corby
NN18 8LUPay Period **Dec-10**
Pay Date **30-Dec-10**
Pay Type **Monthly**
Payment Method **BACS**

Works Number **A03**
Department **Production**
Tax Code **647L**
NI Number **SG 58 98 96 A**
NI Table Letter **A****Year to Date**
Taxable Gross Pay **8,966.00**
Income Tax **821.20**
Employee NIC **556.82**
Employer NIC **647.93**

Payments			
Description	Hours	Rate	Amount
Rate 1	180.00	7.00	1260.00
Total Hourly Pay			1,260.00
Total Payments			1,260.00

Deductions	
Income Tax	144.00
National Insurance	86.24
Total Deductions	230.24

Net Pay 1,029.76

Benchmark UK Limited 2010-11

P11 Deductions Working Sheet

Layout: Tax

Box A Employer name	Box C Surname	Box E NI Number
Benchmark UK Limited	Phillips	SL 06 58 58 C
Box B HMRC office name	Employer PAYE reference	Box D First two forenames
Leics and Northants	267 / GA33767	Angela
Box H		Box F Date of birth
Date of starting 20 05 2010		05 01 1983
Box I		Box G Works number
Date of leaving		A18
Box J		
Student Loan Deduction case		

Pay Period	Tax Code	Taxable Pay	Year to date Taxable Pay	Tax-free Pay	Taxable Pay	Year to date Gross Tax Due	Tax Deducted
Apr-10	647L*			539.92			
May-10	BR*						
Jun-10	BR*	1,032.00	1,032.00		1,032.00	206.40	206.40
Jul-10	BR*	48.00	1,080.00		48.00	216.00	9.60
Aug-10	BR*	2,000.00	3,080.00		2,000.00	616.00	400.00
Sep-10	BR*	2,000.00	5,080.00		2,000.00	1,016.00	400.00
Oct-10	BR*	2,450.00	7,530.00		2,450.00	1,506.00	490.00
Nov-10	BR*	2,000.00	9,530.00		2,000.00	1,906.00	400.00
Dec-10	BR*	2,080.00	11,610.00		2,080.00	2,322.00	416.00
Jan-11	BR*		11,610.00			2,322.00	
Feb-11	BR*		11,610.00			2,322.00	
Mar-11	BR*		11,610.00			2,322.00	

	Pay and Tax Totals		
0.00	Previous Employment		0.00
11,610.00	Current Employment		2,322.00
11,610.00	Total for year		2,322.00

Benchmark UK Limited 2010-11

P11 Deductions Working Sheet

Layout: NIC

Box A Employer name	Box C Surname	Box E NI Number
Benchmark UK Limited	Phillips	SL 06 58 58 C
Box B HMRC office name	Employer PAYE reference	Box D First two forenames
Leics and Northants	267 / GA33767	Angela
Box H		Box F Date of birth
Date of starting 20 05 2010		05 01 1983
Box I		Box G Works number
Date of leaving		A18
Box J		
Student Loan Deduction case		

Pay Period	NI Table Letter	Pay up to LEL	Pay LEL to ET	Pay ET to UAP	Pay UAP to UEL	Employee + Employer NIC	Employee NIC	Sick Pav	Maternity Pav	Paternity Pav	Adoption Pav	Student Loan Repayment
Apr-10	A											
May-10	A											
Jun-10	A	421	55.00	556.00		132.33	61.16					
Jul-10	A											
Aug-10	A	421	55.00	1,524.00		362.71	167.64					
Sep-10	A	421	55.00	1,524.00		362.71	167.64					
Oct-10	A	421	55.00	1,974.00		469.81	217.14					
Nov-10	A	421	55.00	1,524.00		362.71	167.64					
Dec-10	A	421	55.00	1,604.00		381.75	176.44					
Jan-11	A											
Feb-11	A											
Mar-11	A											
Totals		2,526.00	330.00	8,706.00	0.00	2,072.02	957.66	0.00	0.00	0.00	0.00	0.00
	A	2,526	330.00	8,706.00	0.00	2,072.02	957.66					

Your name and address as employer Benchmark UK Limited 12 Earlstress St Corby Northamptonshire NN18 8EY	Tax Year to 5 April 2011 HM Revenue & Customs office name Leics and Northants Employer PAYE reference 267 / GA33767
---	--

Employee's details *Copy from P11*

National Insurance number	SL 35 77 51 D	Date of birth in figures	DD MM YYYY 25 12 1958	Gender	M 'M' - male, 'F' - female
Surname	Allan	Employee's private address including postcode (if known)			
First two forenames	Blake	5 Hidcote Close Corby NN18 8PF			
Works/payroll number	A06				

National Insurance contributions in this employment *(Note: LEL = Lower Earnings Limit, ET = Earnings Threshold, UAP = Upper Accrual Point, UEL = Upper Earnings Limit)*

NIC table letter	Earnings at the LEL (where earnings are equal to or exceed the LEL) (whole Js)	Earnings above the LEL, up to and including the ET (whole Js)	Earnings above the ET, up to and including the UAP (whole Js)	Earnings above the UAP, up to and including the UEL (whole Js)	Total of employee's and employer's contributions	If amount in col. 1e is a minus amount, enter 'R' here	Employee's contributions due on all earnings above the ET	Scheme Contracted-out Number (For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only)
	From col. 1a on P11	From col. 1b on P11	From col. 1c on P11	From col. 1d on P11	From col. 1e on P11		From col. 1f on P11	
	1a J	1b J	1c J	1d J	1e J p		1f J p	
A	3,789	495	25,749	2,035	6,778.45		3,068.26	S S S S

Statutory payments included in the pay 'In this employment' figure below

Statutory Sick Pay (SSP)	1g J p	Statutory Maternity Pay (SMP)	1h J p
Statutory Paternity Pay (SPP)	1i J p	Statutory Adoption Pay (SAP)	1j J p

Student Loan Deductions
in this employment (whole Js) J
From col. 1k on P11

Pay and Income Tax details

	Pay J p	Tax deducted J p	Date of starting if during tax year to 5 April 2011 DD MM YYYY
In previous employment(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>
In this employment	33,270.00	5,754.00	<input type="text"/>
Total for year	33,270.00	5,754.00	Date of leaving if during tax year to 5 April 2011 DD MM YYYY <input type="text"/>

Employee's Widows & Orphans Life Assurance contributions in this employment J p

Final tax code **647L**

Payment in week 53: if included in Pay and Tax enter '53', '54' or '56' here (see Employer Helpbook E10)

For employer's use **692**

Your employer's name and address Benchmark UK Limited 12 Earlstress St Corby Northamptonshire NN18 8EY	Tax Year to 5 April	2011
	HM Revenue & Customs office name	Leics and Northants
	Employer PAYE reference	267 / GA33767

Employee's details

National Insurance number **WE 34 52 13 A** Gender **M** 'M' - male, 'F' - female

Surname **Farrem**

First two forenames **Margaret**

Works/payroll number **A13**

Your private address
56 Exmouth Court
Corby
NN18 8BF

National Insurance contributions in this employment (Note: LEL= Lower Earnings Limit, ET= Earnings Threshold UAP = Upper Accrual Point, UEL = Upper Earnings Limit)

NIC table letter	Earnings at the LEL (where earnings are equal to or exceed the LEL) (whole Js)	Earnings above the LEL, up to and including the ET (whole Js)	Earnings above the ET, up to and including the UAP (whole Js)	Earnings above the UAP, up to and including the UEL (whole Js)	Employee's contributions due on all earnings above the ET	Scheme Contracted-out Number (For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only)
	J	J	J	J	J p	
A	3,368	440	14,162	0	1,557.82	S S S S

Statutory payments included in the pay 'In this employment' figure below

Statutory Maternity Pay (SMP) **1h** J p

Statutory Paternity Pay (SPP) **1i** J p

Statutory Adoption Pay (SAP) **1j** J p

Student Loan Deductions in this employment (whole Js) J

Pay and Income Tax details

	Pay J p	Tax deducted J p
In previous employment(s)		
In this employment *	17,970.00	2,730.00
Total for year		

Enter 'R' in this box if net refund

The figures aside marked * should be used for your Tax Return, if you get one

Employee's Widows & Orphans Life Assurance contributions in this employment *

Final tax code **647L M1** Week 53 payment indicator

For employer's use

To the employee: keep this certificate in a safe place. You will need it if you fill in a Tax Return. You also need it to make a claim for tax credits or renew your claim. It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions. **By law you are required to tell HM Revenue & Customs about any income that is not fully taxed, even if you are not sent a Tax Return.** HM REVENUE & CUSTOMS

Certificate by Employer/Paying Office:
This form shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc, Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay is included.

Part 1 Summary of employees and directors

Employee's name

Put an asterisk "*" by the name if the person is a director

National Insurance Contributions (NICs)

Enter the total NICs from column 1d on form P11. Write 'R' beside any minus amounts.

Income Tax deducted or refunded in this employment. Write 'R' beside an amount to show a net refund.

B Stilton

J Euston

L Green

A Johnson

C Polenski

B Allan

M Blacksmith

A Stepanova

A Houston

I Reid

1,561.74

1,468.69

1,204.75

791.10

1,378.36

6,778.45

1,031.96

969.12

314.63

2,109.14

1,098.60

2,091.00

821.20

588.00

967.20

5,754.00

676.00

1,576.00

238.80

2,534.00

Benchmark UK Limited

2010-11
267 / GA33767
267PL00208954

NICs

Total NICs shown above after deducting amounts marked 'R'

1 J 17,607.94

Total from P35(CS) Continuation Sheets

2 J 20,051.48

Income Tax

Total Tax shown above after deducting amounts marked 'R'

4 J 16,344.80

Totals from P35(CS) Continuation Sheets

5 J 20,648.40

Part 2 Summary of payments for the year

Total NICs 1 + 2 **3 J 37,659.42**

Total Tax 4 + 5 **6 J 36,993.20**

Advance received from HMRC to refund tax **7 J**

Statutory payments recovered

Statutory Sick Pay (SSP) recovered **12 J**

Statutory Maternity Pay (SMP) recovered **13 J**

NIC compensation on SMP **14 J**

Statutory Paternity Pay (SPP) recovered **15 J**

NIC compensation on SPP **16 J**

Statutory Adoption Pay (SAP) recovered **17 J**

NIC compensation on SAP **18 J**

Total of boxes 12 to 18 **19 J**

Funding received from HM Revenue and Customs to pay SSP/SMP/SPP/SAP **20 J**

Total Tax 6 + 7 **8 J 36,993.20**

Combined amounts

Total NICs and Tax 3 + 8 **9 J 74,652.62**

Total Student Loan deductions **10 J**

9 + 10 **11 J 74,652.62**

19 minus 20 **21 J**

11 minus 21 **22 J 74,652.62**

Deductions made from subcontractors **23 J**

Amount payable for the year 22 + 23 **24 J 74,652.62**

NICs and Tax paid already **25 J 74,652.62**

Tax-free Incentive payment received during the year **26 J**

NOW PAYABLE 24 minus 25 and 26 **27 J**

Do not include a payment with this form. If a payment is due, please make it immediately. See page 1 for notes on how to pay.

Fill in boxes 28 and 29 only if you are a limited company that has had CIS deductions made from payments received for work in the construction industry.

CIS deductions suffered **28 J**

Revised amount 27 minus 28 now payable **29 J**

Part 3 Checklist

You must answer each question by ticking the correct box

1 Have you sent a form P14, *End of Year Summary* or completed and retained a form P38(S), Student employees for every person in your paid employment, either on a casual basis or otherwise, during the tax year shown on the front of this form?

No Yes

If 'No', please send a form P38A *Employer's Supplementary Return*.

2 Did you make any 'free of tax' payments to an employee? In other words, did you bear any of the tax yourself rather than deduct it from the employee?

No Yes

3 So far as you know, did anyone else pay expenses, or in any way provide vouchers or benefits to any of your employees whilst they were employed by you during the year?

No Yes

4 Did anyone employed by a person or company outside the UK work for you in the UK for 30 or more days in a row?

No Yes

If 'Yes', have you sent a form P14 for them?

No Yes

5 Have you paid any of an employee's pay to someone other than the employee, for example, to a school?

No Yes

If 'Yes', have you included this pay on their form P14?

No Yes

6 Are you a Service Company?

No Yes

If 'Yes', have you operated the Intermediaries legislation (sometimes known as IR35) or the Managed Service Companies legislation?

No Yes

For more detailed information, see CWG2 *Employer's Further Guide* to PAYE and NICs

Part 4 Contracted-out pension schemes if applicable

If you have a Contracted-out pension scheme, enter your Employer's Contracted-out number (ECON) from your contracting-out certificate

E	3								
---	---	--	--	--	--	--	--	--	--

Part 5 Employer's certificate and declaration

Tick one box to complete each statement below. This certificate and declaration covers any documents authorised by us as substitutes for the forms mentioned below. We may penalise or prosecute you if you make false statements.

I declare and certify that

* forms P14, *End of Year Summary* for each employee or director for whom I was required to complete a form P11 *Deductions Working Sheet* (or equivalent record) during the year,

are all enclosed

or

have been sent separately in one or more parts

If forms P14 have been sent in more than one part, please state the number of parts sent, not the total number of forms P14, and note that only one P35 is required reflecting all P14 parts. For more detailed information, see the MP2 *Do it online - Online filing and electronic payment handbook*.

* completed form P38A, *Employer's Supplementary Return*

is enclosed is not due

* completed forms P11D and P11D(b), *Returns of expenses payments, benefits and Class 1A contributions*

are due are not due

All the details on this form and any forms enclosed or sent separately are fully and truly stated to the best of my knowledge and belief.

Employer's signature

Please print your name

Capacity in which signed

Date

Please give a daytime telephone number. It will help speed things up if we need to talk to you about your return

By law this return must reach us by 19 May



Details of employee leaving work

Employer file copy

1 Employer PAYE reference
Office number Reference number
267 / **GA33767**

2 Employee's National Insurance number
JP 78 73 54 C

3 Title - enter MR, MRS, MISS, MS or other title
MR
Surname or family name
HOUSTON
First or given name(s)
ANDY

4 Leaving date DD MM YYYY
23 **10** **2010**

5 Student Loan deductions
 Enter 'Y' if Student Loan deduction is to be made

6 Tax Code at leaving date
647L
If week 1 or month 1 applies, enter 'X' in the box below.
Week 1 / Month 1

7 Last entries on P11 *Deductions Working Sheet*
Complete only if Tax Code is cumulative. Make no entry if week 1 or month 1 applies, go straight to box 8.
Week number Month number

Total pay to date
J **P**

Total tax to date
J **P**

8 This employment pay and tax. Leave blank if the Tax Code is cumulative and the amounts are the same as box 7.
Total pay in this employment
J **P**
Total tax in this employment
J **P**

9 Works number/Pay roll number and Department or branch (if any)
A09 PRODUCTION

10 Gender. Enter 'X' in the appropriate box
Male Female

11 Date of birth DD MM YYYY
23 **12** **1979**

12 Employee's private address
**5 CLWYD WALK
CORBY**
Postcode
NN17 2LN

13 I certify that the details entered in items 1 to 11 on this form are correct.
Employer name and address
**BENCHMARK UK LIMITED
12 EARLSTRESS ST
CORBY
NORTHAMPTONSHIRE**
Postcode
NN18 8EY
Date DD MM YYYY
21 **01** **2011**

14 **When an employee dies** If the employee has died enter 'D' in the box and send all four parts of this form to your HMRC office immediately

P45 Part 1 Employer file copy

This form should only be printed after you have filed the P45 online. Hand Parts 1A, 2 and 3 to your employee when they leave.

1 Employer PAYE reference
Office number Reference number

267 / **GA33767**

2 Employee's National Insurance number

JP 78 73 54 C

3 Title - enter MR, MRS, MISS, MS or other title

MR

Surname or family name

HOUSTON

First or given name(s)

ANDY

4 Leaving date DD MM YYYY

23 **10** **2010**

5 Student Loan deductions

Student Loan deductions to continue

6 Tax Code at leaving date

647L

If week 1 or month 1 applies, enter 'X' in the box below.
Week 1 / Month 1

7 Last entries on P11 *Deductions Working Sheet*
Complete only if Tax Code is cumulative. If there is an 'X' at box 6 there will be no entries here.

Week number Month number

Total pay to date

J **P**

Total tax to date

J **P**

To the employee

This form is important to you. Take good care of it and keep it safe. Copies are not available. Please keep Parts 2 and 3 of the form together and do not alter them in any way.

Going to a new job

Give Parts 2 and 3 of this form to your new employer, or you will have tax deducted using the emergency code and may pay too much tax. If you do not want your new employer to know the details on this form, send it to your HM Revenue & Customs (HMRC) office immediately with a letter saying so and giving the name and address of your new employer. HMRC can make special arrangements, but you may pay too much tax for a while as a result of this.

Going abroad

If you are going abroad or returning to a country outside the UK ask for form P85 *Leaving the United Kingdom* from any HMRC office or Enquiry Centre.

Becoming self-employed

You must register with HMRC within three months of becoming self-employed or you could incur a penalty. To register as newly self-employed see The Phone Book under HM Revenue & Customs or go to www.hmrc.gov.uk to get a copy of the booklet SE1 *Are you thinking of working, working for yourself?*.

Claiming Jobseeker's Allowance or

Employment and Support Allowance (ESA)

Take this form to your Jobcentre Plus Office. They will pay you any tax refund you may be entitled to when your claim ends, or at 5 April if this is earlier.

Not working and not claiming Jobseeker's Allowance or Employment and Support Allowance (ESA)

If you have paid tax and wish to claim a refund ask for form P50 *Claiming tax back when you have stopped working* from any HMRC office or Enquiry Centre.

Help

If you need any further help you can contact any HMRC office or Enquiry Centre. You can find us in The Phone Book under HM Revenue & Customs or go to www.hmrc.gov.uk

To the new employer

Check this form and complete boxes 8 to 18 in Part 3 and prepare a form P11 *Deductions Working Sheet*. Follow the instructions in the Employer Helpbook E13 *Day-to-day payroll*, for how to prepare a P11 *Deductions Working Sheet*. Send Part 3 of this form to your HMRC office immediately. Keep Part 2.

