

Factsheet 14: The Rowan Salary Service

You may, if you wish, take advantage of the salary service offered by the Rowan Organisation to pay your personal assistants (PAs) and make the statutory returns to the Inland Revenue. The payroll system runs on Sage computer software. The following points highlight what the service offers:

- We set you up as an employer with the Inland Revenue and get all correspondence sent to our head office
- We complete relevant Inland Revenue paperwork on your behalf
- You can choose to pay your PAs weekly, fortnightly, 4 weekly or monthly
- We supply timesheets for you to record PA hours on
- You notify us of hours worked and rates of pay
- We then calculate how much tax and national insurance you need to deduct from each person's gross pay
- We calculate all statutory payments that need to be made where relevant i.e. SSP, SMP, SPP etc
- We advise you the net pay you need to pay your PAs
- We send out wage slips and wages sheets for your information
- We notify you of how much to pay the Inland Revenue each month or quarter
- At the end of the financial year we complete your End Of Year Returns for you to sign and forward the Inland Revenue
- You can contact us on Freephone 0800 783 1755, Minicom 0800 917 8897, fax 01827 718932 or via e-mail at a designated e-mail address. The office is open between 9am - 5pm Monday to Friday.

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