

**Boston** (01205) 310250

**Newark** (01636) 640321

**Grantham** (01476) 591200

**Skegness** (01754) 899899

**Lincoln** (01522) 507000

**Sleaford** (01529) 303773

**Louth** (01507) 604841

**Spalding** (01775) 766205

**Melton Mowbray** (01664) 561001

**Stamford** (01780) 750888



Our payroll software module used for the end of year internet submission is one of the Inland Revenue accredited payroll software products.

If you require further information on our services, please contact:

Our Payroll team on (0845) 6061 168  
Email [payrollsolutions@duntop.co.uk](mailto:payrollsolutions@duntop.co.uk)

Our HR Team on (01476) 591200  
Email [hrosolutions@duntop.co.uk](mailto:hrosolutions@duntop.co.uk)



Alternatively contact your local Duncan & Toplis office. For a quotation please complete the Payroll questionnaire on our website.



**DUNCAN & TOPLIS**

CHARTERED ACCOUNTANTS AND BUSINESS ADVISERS

Our sister companies



Authorised and Regulated by the Financial Services Authority



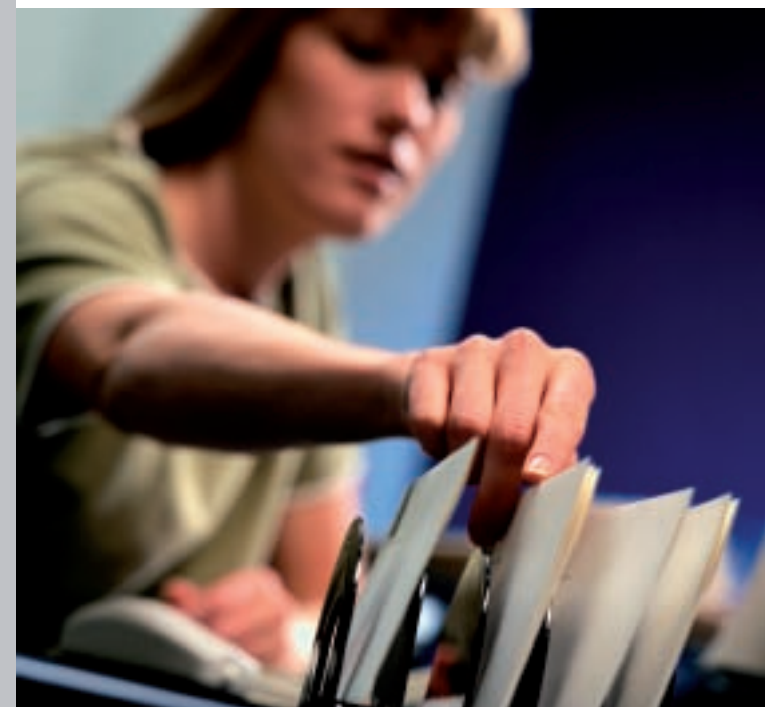
Authorised and Regulated by the Financial Services Authority

W [www.duntop.co.uk](http://www.duntop.co.uk)

E [payrollsolutions@duntop.co.uk](mailto:payrollsolutions@duntop.co.uk)

Duncan & Toplis is registered to carry out audit work and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales.

A Specialist  
**Payroll & HR Service**



*"Tailored Solutions 24/7"*

*'Shaping your tomorrow today'*

A Specialist  
**Payroll & HR Service**

**To outsource or not?**

- Do you wish you had more time to spend on your business?
- Are you struggling to keep up with the constant changes in new Inland Revenue legislation requirements?
- Worried about PAYE/NI investigations by the Inland Revenue?
- Is keeping up with employment law a worry?
- Is your payroll package too costly?
- Are the numerous paperwork items required by the Inland Revenue getting you down?
- Do you like the possibility of getting money back from the Inland Revenue just by submitting your annual payroll return with us?
- Does the prospect of reducing payroll or HR costs appeal to you?

If you answered "YES" to any of the above, why not give us a call to book your free consultation?

**Benefits of outsourcing:**

- Expert advice at your fingertips
- Compliance with employment legislation
- Cost savings - benefiting from our economies of scale
- Increased strategic focus
- Increased data security with payroll off-site
- Statutory deadlines and compliance ensured
- Standards of Best Practice ensured
- Constant support by efficient payroll & HR consultants
- Complete records for payroll inspection by Inland Revenue
- Speedy turnaround

Outsourcing your payroll or human resource function is not a black and white choice, therefore we offer you a free initial assessment to address your specific concerns. Working closely with you, we will tailor a solution of best practice to fulfil your specific business needs.



**Our services:**

**Payroll Services**

- Payroll processing to suit your business
- Detailed printed payslips
- Secured payslips
- PAYE calculations
- National Insurance contributions
- Statutory Payments (SSP, SMP, SPP, SAP, etc)
- Holiday pay/cover
- Pension schemes
- Cheque/cash analysis
- BACS analysis
- Electronic filing
- Electronic payment
- Attachment of earnings
- P45/P46 details
- Inland Revenue monthly/quarterly returns
- Year end returns
- Departmental reports
- Construction Industry Scheme

**HR Support & Services**

- Contracts of Employment
- Staff Handbook
- Re-organisation
- Redundancies
- Recruitment
- Health & Safety
- Employment Issues
- Employment Law
- Discipline and Dismissal
- Handling Grievances
- Discrimination and Diversity
- Employment Policies:
  - Holidays
  - Absence
  - Sickness
  - Family Friendly
  - Discipline
  - Grievance
  - Diversity