

Payroll & banking Options for East Sussex clients

If you receive a Direct Payment to pay for your care and support and wish to employ or use the services of a personal assistant to provide this care, you will need to have a separate bank account for the funds to be paid into by the council and the personal assistants salary will need to be processed via payroll to ensure all appropriate deductions are made.

Choosing your payroll &/or banking provider

Below are three payroll & banking services that East Sussex DP recipients can use.

Independent Lives Telephone: 01903 219482 www.independentlives.org

People Plus Telephone: 0800 345666 www.peopleplus.co.uk

Purple Telephone: 01323 403478 www.purple-dpss.co.uk

Banking services

All Direct Payment (DP) recipients will need to have a dedicated bank account to receive their DP into, to keep separate from your personal account. If you do not wish to manage the funds yourself, it is possible to use a Banking Service who can manage this for you.

What you should receive from your Banking provider

- receive Direct Payments from East Sussex County Council into a dedicated bank account.
- receive any assessed contribution that you need to pay.
- make payments to agencies or suppliers (e.g. care agencies), as agreed in your care plan, on receipt of an invoice.
- make payments to Personal Assistants as advised by your Payroll Service.
- make payments to HMRC as advised by your Payroll Service.
- make payments due, to pay for your Payroll Service.

Payroll services

This is the process of calculating how much you should pay your Personal Assistants (PAs) including relevant deductions such as National Insurance and Income Tax and any additions such as expenses and mileage payments. Most people who use their direct payment to employ PAs choose to use a payroll service to make these calculations for them and produce their payslips. However, you may wish to calculate your payroll yourself.

What you should receive from your payroll provider

- calculate your employee hours from the information that you provide.
- comply with all statutory requirements including tax, N/I, SSP, SMP, Pensions and student loans etc.
- set up new starters and settle up leavers.
- keep records in line with HMRC requirements, including online filing of end-of-year returns.
- deal with your pension administration, including employees starting & leaving and submitting contributions.

You may choose to calculate the payroll yourself, if you do this, you will need to register yourself as an employer with HMRC for PAYE purposes. For more on this visit: <https://www.gov.uk/register-employer>.

If you would like more information about Payroll & banking service, please call us on 01903 219482 or email advice@independentlives.org