

All employers must have a payroll. 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.

Calculating your own Payroll

Working out your payroll yourself has the advantage of allowing you to be in complete control of your payments and may allow you to make useful savings if your budget is tight. HM Revenue & Customs (HMRC) provides a wealth of advice and useful tools on how to run your payroll and comply with the relevant legal obligations. To view this information visit: <https://www.gov.uk/topic/business-tax/payee>.

If you choose to calculate the payroll yourself, 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>.

Choosing a payroll provider

Below are three payroll services that other 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

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