

# payroll services

## Let Hawsons relieve you of your payroll burden!

Operating a payroll system is often time consuming, expensive and a headache keeping up-to-date with ever changing legislation.

Hawsons payroll services can take this ever increasing burden off your shoulders, allowing you and your workforce to concentrate on building a successful business.

### our service

We offer a fixed price service to include all the following benefits:

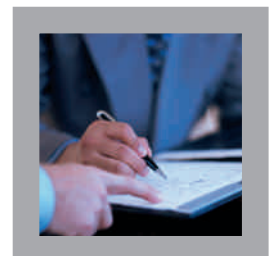
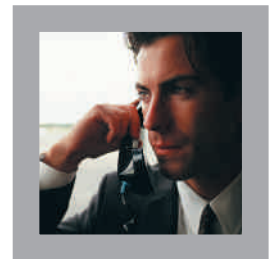
- payslip preparation including security payslips for total confidentiality
- payroll preparation and processing including reports
- year end HM Revenue & Customs returns including electronic submission
- access to experienced specialists
- maintaining statutory sick pay and statutory maternity pay records
- dealing with HM Revenue & Customs on your behalf
- peace of mind that your payroll is being properly prepared and controlled
- liaising with BACS service provider
- compliance with existing and new legislation
- sickness and absence recording
- dealing with employer and employee queries
- customised management reporting on payroll information



### Our services

- payslip preparation
- payroll reports
- year end returns
- access to specialists
- SSP and SMP records
- enquiries and investigations
- customised reporting
- keeping up to date

### Hawsons can help you



## our specialists

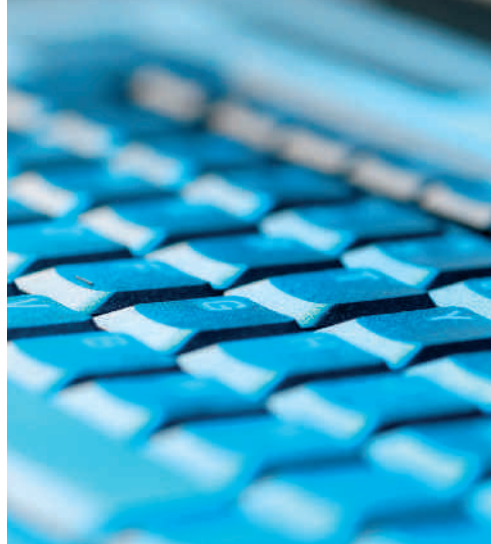
Our specialists are available to help you deal with all aspects of PAYE and NI regulations.

We can help you in the event of an enquiry or investigation, ensuring that it is dealt with efficiently and fairly thereby reducing the inconvenience and minimising your liability.

We will advise you on which returns you need to make and let you know the various deadlines in order to avoid interest and penalties.

We use tried and tested software to ensure the accuracy of your records and to ensure you are applying the latest rates.

Our service will be tailored to suit your own needs and will be both personal and confidential.



## why choose Hawsons?

- we are not a bureau or call centre
- we aim to replicate the benefits of an in-house payroll function by being flexible and responsive
- we tailor our service to meet your needs
- we provide an integrated and fully comprehensive service
- we have in-house specialists to deal with any tax or related issues

For personal attention and a free initial consultation please contact your local office:

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