



## **GCIL Support**

# **Payroll Registration Pack**

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**Payroll Solutions**  
**Employers Registration Form (Form 1)**  
(Follow procedures on Flowchart 1 before completing)

Name

Address

Postcode

Telephone No.

Fax No.

Textphone No.

Email  
Address

Employers  
Ref. No.

**I have signed and enclosed the Minute of Agreement.**

Signed

Date



# Minute of Agreement

Between

**Glasgow Centre for Inclusive Living (GCIL)**

And

**Employer Name:** \_\_\_\_\_

The Personal Assistance Employer has requested The Glasgow Centre for Inclusive Living (GCIL) to prepare a payroll service for his/her employee(s) and GCIL have agreed to provide this service. The parties agree that the following terms and conditions shall apply:

1. Subject to the following conditions, The Glasgow Centre for Inclusive Living, 117-127 Brook Street, Bridgeton, Glasgow G40 3AP will prepare a payroll for the employees of [Employer Name: \_\_\_\_\_] on a four weekly basis.
2. The Personal Assistance Employer will provide GCIL with all necessary information regarding their employees, salary scales, hours of work, overtime, absences, holiday work, etc. on or before the date indicated on the Payroll Schedule as specified in the Payroll Procedures. Such payroll procedures may be amended from time to time by The Glasgow Centre for Inclusive Living at its discretion.
3. GCIL will prepare from the information provided by the Personal Assistance Employer a schedule of salaries payable to the Employer's employees for the current period. The payroll shall be delivered to the employer by the date as indicated on the Payroll Schedule.
4. In the event of the Personal Assistance Employer failing to provide all the necessary information by the date stated GCIL **will not** be held responsible for any delay in the provision of the payroll.

5. The Personal Assistance Employer will pay a four-weekly charge to GCIL (see Fee Schedule) for the service detailed in clause three, or any agreed increase as may be determined at a review. There will also be an initial registration fee (see Fee Schedule) which will also be subject to review, as referred to in Clause 9.

GCIL will invoice the Personal Assistance Employer for the registration fee on receipt of the completed Registration Form. Payment must be made by the Personal Assistance Employer within twenty-eight days of receiving this invoice.

Payment for the service detailed in Clause three must be made timely, unless otherwise agreed with GCIL. If payment fails to be made for three months or more, GCIL reserves the right to terminate the agreement, without prejudice to GCIL's right to recover the arrears.

6. This agreement will have duration of one year but will continue thereafter, until terminated by either party giving one month's written notice or immediately on GCIL receiving notice of the death of a Personal Assistance Employer.
7. Payroll records will be held by GCIL in accordance with HM Revenue & Customs regulations, for at least three years after the end of the tax year to which they relate. Payroll information will be kept confidential but may be passed on to third parties, such as HM Revenue & Customs, if requested.
8. No insurance, other than the usual professional indemnity insurance for GCIL staff will be provided by GCIL in respect of the services provided under the agreement. It remains the responsibility of the Personal Assistance Employer to verify that information provided by the Personal Assistance Employer, for the purposes of preparing the schedule of salaries and other aspects of the payroll service is accurate and complete, and for verifying that the payroll and other information generated by GCIL is, similarly accurate and complete; in particular, the



Personal Assistance Employer must notify GCIL immediately (and prior to making any payments) if it has reason to believe that the payroll schedule or any other documentation generated by GCIL is inaccurate or incomplete.

9. The agreement will be reviewed in full annually on the last day of February. Both parties will have the right to propose changes to the Agreement. In the event that these proposals are unacceptable, either party may terminate by giving one months notice. In these circumstances, the existing charge will apply for the duration of the notice period.
10. In the event of a dispute arising between the two parties in respect of the terms of this Agreement, which cannot be resolved through negotiation, an independent arbiter whose decision will be final and binding on both parties will be appointed by mutual agreement.

**Signed:** \_\_\_\_\_  
**(Personal Assistance Employer)**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**(Glasgow Centre for Inclusive Living)**

**Date:** \_\_\_\_\_

## **Minute of Agreement**

**Between**

**Glasgow Centre for Inclusive Living (GCIL)**

**And**

**[Employer's Name]**

The Personal Assistance Employer has requested Glasgow Centre for Inclusive Living (GCIL) to prepare a payroll service for his/her employee(s) and GCIL have agreed to provide this service. The parties agree that the following terms and conditions shall apply:

1. Subject to the following conditions, The Glasgow Centre for Inclusive Living, 117/127 Brook Street, Bridgeton, Glasgow G40 3AP will prepare a payroll for the employees of [Employer's name] on a four weekly basis.
2. The Personal Assistance Employer will provide GCIL with all necessary information regarding their employees, salary scales,

hours of work, overtime, absences, holiday work, etc. on or before the date indicated on the Payroll Schedule as specified in the Payroll Procedures. Such payroll procedures may be amended from time to time by The Glasgow Centre for Inclusive Living at its discretion.

3. GCIL will prepare from the information provided by the Personal Assistance Employer a schedule of salaries payable to the Employer's employees for the current period. The payroll shall be delivered to the employer by the date as indicated on the Payroll Schedule.
4. In the event of the Personal Assistance Employer failing to provide all the necessary information by the date stated GCIL **will not** be held responsible for any delay in the provision of the payroll.
5. The Personal Assistance Employer will pay a four-weekly charge to GCIL (see Fee Schedule) for the service detailed in clause three, or any agreed increase as may be determined at a review. There will also be an initial registration fee (see Fee Schedule)

which will also be subject to review, as referred to in Clause 9.

GCIL will invoice the Personal Assistance Employer for the registration fee on receipt of the completed Registration Form. Payment must be made by the Personal Assistance Employer within twenty-eight days of receiving this invoice.

Payment for the service detailed in Clause three must be made timely, unless otherwise agreed with GCIL. If payment fails to be made for three months or more, GCIL reserves the right to terminate the agreement, without prejudice to GCIL's right to recover the arrears.

6. This agreement will have a duration of one year but will continue thereafter, until terminated by either party giving one month's written notice or immediately on GCIL receiving notice of the death of a Personal Assistance Employer.
7. Payroll records will be held by GCIL in accordance with HM Revenue & Customs regulations, for at least three years after the

end of the tax year to which they relate. Payroll information will be kept confidential but may be passed on to third parties, such as HM Revenue & Customs, if requested.

8. No insurance, other than the usual professional indemnity insurance for GCIL staff will be provided by GCIL in respect of the services provided under the agreement. It remains the responsibility of the Personal Assistance Employer to verify that information provided by the Personal Assistance Employer, for the purposes of preparing the schedule of salaries and other aspects of the payroll service is accurate and complete, and for verifying that the payroll and other information generated by GCIL is, similarly accurate and complete; in particular, the Personal Assistance Employer must notify GCIL immediately (and prior to making any payments) if it has reason to believe that the payroll schedule or any other documentation generated by GCIL is inaccurate or incomplete.
  
8. The agreement will be reviewed in full annually on the last day of February. Both parties will have the right to propose



changes to the Agreement. In the event that these proposals are unacceptable, either party may terminate by giving on months notice. In these circumstances, the existing charge will apply for the duration of the notice period.

9. In the event of a dispute arising between the two parties in respect of the terms of this Agreement, which cannot be resolved through negotiation, an independent arbiter whose decision will be final and binding on both parties will be appointed by mutual agreement.

**Signed:** \_\_\_\_\_

**Dated:**

\_\_\_\_\_  
**(Personal Assistance Employer)**

**Signed:** \_\_\_\_\_

**Dated:**

\_\_\_\_\_  
**(Glasgow Centre for Inclusive Living)**

Glasgow Centre for Inclusive Living

## **Minute of Agreement**

**Between**

**Glasgow Centre for Inclusive Living (GCIL)**

**And**

.....("the Client")

**for an Enhanced Payroll Service**

### **Introduction**

GCIL's Enhanced Payroll Service calculates and processes payments to the client's employees and / or service providers. This Agreement sets out the terms and conditions under which the service will be provided and the responsibilities of both parties.

### **Scope of Agreement**

This agreement is intended to cover Clients who:

- (a) are PA employers
- (b) use agencies to provide support

In the event that a Client falls into only one of these categories, only the terms relevant to that category apply.

### **Definitions**

"GCIL": Glasgow Centre for Inclusive Living, 117-127 Brook Street, Bridgeton, Glasgow G40 3AP (the payroll service provider).

"the Client": the service users for whom the payroll service is provided. This will usually be the person using the support package, but may be their legal representative.

"the parties": GCIL and the Client.

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"PA": a personal assistant employed by the Client to provide support.

"the account": a bank account with the Co-operative Bank opened exclusively for use with the Client's support package payments.

"funders": organisations that fund support packages including the local authority (eg Glasgow City Council), the Independent Living Fund Scotland, plus the Client's personal contribution to their support package (as agreed with funders).

"payroll deadline": the agreed schedule of dates by which the Client should provide information to ensure the payroll is processed accurately.

"HMRC": Her Majesty's Customs and Revenue (the government agency that processes tax and National Insurance payments)

"SDS": Self-directed Support funding for personal and social care from the local Health and Social Care Partnership (HSCP) (usually paid via the local authority's Social Work Department).

### **The parties agree that the following terms and conditions shall apply:**

1. Subject to the conditions set out below, GCIL will prepare and process payments to the Client's employees or support providers on a four weekly basis.

#### **Opening a Bank Account**

2. GCIL will open an individual bank account for the Client which will be used exclusively for payments relating to the Client's support package. None of the Client's personal financial transactions may be processed via this account.
3. Arrangements will be made to transfer funding for the Client's support package, either directly from the funder, or by setting up a standing order from the Client's SDS account. In exceptional circumstances, GCIL may consent to the transfer of funding to the account on an "as required" basis.

**Information**

4. GCIL will provide the Client with a copy of the Enhanced Payroll Procedures which detail how the service is provided. These include a Payroll Schedule setting out the timescales for providing information which GCIL will need in order to process the payroll accurately and on time.

**Payroll Processing**

5. Based on information provided by the Client, GCIL undertake to perform the following:
  - Assist with registration with HM Revenue and Customs (HMRC) for new employers
  - Calculate the amounts due to be paid to the Client's employees, HMRC and pension provider
  - Calculate Statutory Sick, Maternity and Paternity pay
  - Prepare reports providing the Client with all the relevant information
  - Send payslips etc to the Client by email or post
  - Deal with queries from HMRC and others requiring details of the Client's employees' pay
  - Process forms P45, P46 etc
  - Complete tax year end returns and submit online
  - Provide information on key payroll changes
  - Provide reports for the Client and the Client's pension provider
  - Prepare letters to employees on the Client's behalf regarding any relevant changes to their pension eg auto-enrolment status etc
  - Assist the Client to set up a pension scheme and submit the required information to the provider on a regular basis (NB we can only do this for the NEST or SMART pension providers)
  - Hold funding in a separate bank account and pay the Client's PAs, HMRC, pension providers, agencies etc on the Client's

behalf (subject to the account containing sufficient funds to cover each payment).

In the event of the Client failing to provide all the necessary information by the payroll deadline, GCIL will not be held responsible for any delay in the provision of the payroll or payments. However, when possible, GCIL will endeavour to process an estimated payroll based on previous payroll information.

**Providing information on time**

6. The Client will provide GCIL with all necessary information regarding the payments required including details of support received from providers, or, if relevant, details of the Client's employees, salary scales, hours of work, overtime, absences, holiday work, etc. no later than the date indicated on the Payroll Schedule and as specified in the Payroll Procedures. Payroll procedures may be amended from time to time by GCIL at its discretion. Any changes affecting the Client will be clearly communicated to the Client.
7. It remains the responsibility of the Client to check that the information they provide for the purposes of processing payments etc, is accurate and complete, and to check that payments and other information generated by GCIL are consistent with this information. In particular, the Client must notify GCIL immediately if they have reason to believe that payments or any other documentation generated by GCIL are inaccurate or incomplete.

**Authorisation**

8. GCIL will make payments only when instructed and authorised to do so by the Client. Payments will be deemed to be authorised as follows:
  - 8.1. **PA payroll** – regular salary payments to PAs. For practical reasons, regular PA payroll payments will be regarded as authorised once any relevant payroll information has been provided by the Client, or after the payroll processing deadline has passed if no information has been received before the



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deadline. Once the Client's payroll has been processed for the relevant period, all related payments will also be regarded as authorised e.g. payments to the Client's employees, payment to HMRC and payment of GCIL's fees (see below).

- 8.2. **Invoices** - invoices from support providers (e.g. care agencies), PA employer insurance etc. If possible, the Client should sign each invoice to indicate they agree to make payment. Alternatively, a member of GCIL's support services team will obtain verbal or written agreement from the Client and authorise the invoice on the Client's behalf.

### **Payments**

9. GCIL will make payments from this account as instructed by the Client subject to the account containing sufficient funds to cover such payments.
10. In the event that there are insufficient funds available to cover all pending payments GCIL will, whenever possible, advise the Client, explain the options and take instructions on prioritising payments.
11. In the event that payments are requested which GCIL considers may be ineligible within the terms of the Client's support package, GCIL will advise the Client accordingly i.e. why the payment may not be considered eligible by funders, how to check eligibility if in doubt, and what the potential consequences of making the payment might be. GCIL reserves the right to refuse to make any payment which it considers may be against the law.

### **Statements**

12. GCIL will record details of all transactions in a statement in spreadsheet format. Any Co-op Bank statements received since the previous processing date will be included with the payroll report sent to Clients. Clients may request copies of any other statements as required. These will be provided within a maximum of 5 working days.
13. GCIL can also provide copies of the statement to funders.

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14. Statements may also be used by GCIL's Inclusive Living Advisers in order to complete monitoring returns etc., or to give advice or assistance to the Client.

### **Fees**

15. GCIL will provide a full schedule of payroll fees before the Client enters into any agreement with GCIL.
16. Fees will consist of:
  - a) a one-off registration fee
  - b) a four-weekly fee
17. GCIL will invoice the Client for the registration fee on receipt of the completed Registration Form.
18. A supplementary fee may be payable in the event that a payroll has to be re-run due to the provision of inaccurate information by the Client. This will be charged at the rate of 50% of the standard payroll fee.
19. Fees may be reviewed on an occasional basis and at least one months' notice will be provided of any change in fees.

### **Payment of Fees**

20. Payment of fees must be made within four weeks of the invoice date (unless otherwise agreed with GCIL). If payment is not made for 12 weeks or more, GCIL reserves the right to terminate the agreement without prejudice to GCIL's right to recover the arrears.

### **Insurance**

21. No insurance, other than the usual professional indemnity insurance for GCIL staff, will be provided by GCIL in respect of the services provided under this Agreement.

**Security**

22. Only a small number of GCIL staff will be authorised to make payments from the Client's account. Payments may be made electronically (i.e. BACS payments), or by cheque. Authorised staff will normally be members of GCIL's Finance Department or GCIL's Chief Executive. All authorised staff will be subject to the bank's security checks. In exceptional circumstances, where such staff are unavailable, the Chief Executive or Finance Director may nominate another specified member of staff to process authorised transactions (but only if no authorised member of staff is available and the transaction is urgent).

**Data Protection**

23. All information will be managed in compliance with the EU General Data Protection Regulation (GDPR) and GCIL's Privacy Statement and Document Retention Policies. Payroll information and records will be held securely and kept confidential. Only authorised GCIL staff will have access to payroll records for the purposes of providing an efficient and effective service. However, information may be passed on to third parties, such as HMRC, if GCIL is contractually or legally required to do so. Payroll records will be held securely by GCIL in accordance with Her Majesty's Revenue & Customs (HMRC) regulations for at least seven years after the end of the tax year to which they relate. After this time, payroll records will be securely disposed of.

**Termination**

24. This Agreement will apply until terminated by either party giving one month's written notice.
25. In the event of GCIL receiving notice of the Client's death, GCIL will process payments required to meet any immediate obligations to PAs or providers (subject to the availability of sufficient funds). This Agreement will then be terminated unless extended by the Client's Executor in order to wind up any further outstanding liabilities to employees, service providers or funders.

**Dispute Resolution**

26. In the event of a dispute arising between the two parties in respect of the terms of this Agreement, which cannot be resolved through negotiation, an independent arbiter will be appointed by mutual agreement. The decision of the independent arbiter will be final and binding on both parties.

**Signed:** \_\_\_\_\_  
**(Client)**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**(GCIL)**

**Date:** \_\_\_\_\_



# Authorising your agent

Please read the notes on the back before completing this authority. This authority allows us to exchange and disclose information about you with your agent and to deal with them on matters within the responsibility of HM Revenue and Customs (HMRC), as specified on this form. This overrides any earlier authority given to HMRC. We will hold this authority until you tell us that the details have changed.

Please tick the box(es) and provide the reference(s) requested only for those matters for which you want HMRC to deal with your agent.

Individual\*/Partnership\*/Trust\* Tax Affairs  \* select  
\*delete as appropriate (including National Insurance)

Your National Insurance number (individuals only)   
If you are self employed tick here

Unique Taxpayer Reference (UTR) (if applicable)   
If UTR not yet issued tick here

If you are a Self Assessment taxpayer, we will send your Statement of Account to you, but if you would like us to send it to your agent instead, please tick here

### Tax credits

Your National Insurance number (only if not entered above)

If you have a joint tax credit claim and the other claimant wants HMRC to deal with this agent, they should sign here

Signature

Joint claimant's National Insurance number

### Corporation Tax

Company Registration Number

Company's Unique Taxpayer Reference

**NOTE: Do not complete this section if you are an employee. Only tick the box if you are an employer operating PAYE**

Employer PAYE Scheme

Employer PAYE reference

VAT (see notes 2 and 5 overleaf)

VAT Registration Number

If not yet registered tick here

X

I,

of

authorise HMRC to disclose information to

GLASGOW CENTRE FOR INCLUSIVE LIVING

I agree that the nominated agent has agreed to act on my/our behalf, and the information is correct and complete.

The authorisation is limited to the matters shown on the right-hand side of this form.

Signature see note 1 overleaf before signing

X

Date

Give your personal details or company registered office here

Address

X

Postcode

Phone number

Give your agent's details here

Address

117-127 BROOK STREET

BRIDGETON

GLASGOW

Postcode G40 3AP

Phone number 0141 550 4455

Agent codes (SA/CT/PAYE) HJ9755

Client reference

### For official use only

SA	/	/	COTAX	/	/
NIRS	/	/	EBS	/	/
COP	/	/	VAT	/	/
NTC	/	/	COP link	/	/



## 1 Who should sign the form

### If the authority is for

You, as an individual

A company

A partnership

A trust

### Who signs the form

You, for your personal tax affairs

The secretary or other responsible officer of the company

The partner responsible for the partnership's tax affairs. It applies only to the partnership. Individual partners need to sign a separate authority for their own tax affairs

One or more of the trustees

## 2 What this authority means

### For matters other than VAT or tax credits

We will start sending letters and forms to your agent and give them access to your account information online. Sometimes we need to correspond with you as well as, or instead of, your agent.

For example, the latest information on what Self Assessment forms we send automatically can be found on our website, go to [www.gov.uk/topic/personal-tax/self-assessment](http://www.gov.uk/topic/personal-tax/self-assessment) or phone the Self Assessment Helpdesk on 0300 200 3310.

You will not receive your Self Assessment Statements of Account if you authorise your agent to receive them instead, but paying any amount due is your responsibility.

We do not send National Insurance statements and requests for payment to your agent unless you have asked us if you can defer payment.

Companies do not receive Statements of Account.

### For VAT and tax credits

We will continue to send correspondence to you rather than to your agent but we can deal with your agent in writing or by phone on specific matters. If your agent is able to submit VAT returns online on your behalf, you will need to authorise them to do so through our website. For joint tax credit claims, we need both claimants to sign this authority to enable HM Revenue and Customs to deal with your agent.

## 3 How we use your information

HM Revenue and Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue and Customs unless the law permits us to do so. For more information go to [www.gov.uk/hmrc/information-charter](http://www.gov.uk/hmrc/information-charter)

## 4 Multiple agents

If you have more than one agent (for example, one acting for the PAYE scheme and another for Corporation Tax), please sign one of these forms for each.

## 5 Where to send this form

When you have completed this form please send it to:  
National Insurance Contributions and Employer Office  
HM Revenue and Customs  
BX9 1AN

There are some exceptions to this to help speed the handling of your details in certain circumstances. If this form:

- accompanies other correspondence, send it to the appropriate HM Revenue and Customs (HMRC) office
- is solely for Corporation Tax affairs, send it to the HMRC office that deals with the company
- is for a High Net Worth or an expatriate customer, send it to the appropriate High Net Worth Unit or the Manchester Expat Team
- accompanies a VAT Registration application, send it to the appropriate VAT Registration Unit
- has been specifically requested by an HMRC office, send it back to that office

Employer's PAYE reference (see Notes on page 2)

Accounts Office reference (see Notes on page 2)

Please read the notes on page 2 before completing this authority

X Enter your name - use capital letters

I, the above, authorise my agent to use PAYE online and/or CIS online services to receive information over the Internet from HM Revenue & Customs (HMRC) on my behalf.

Name of agent

GLASGOW CENTRE FOR INCLUSIVE LIVING

Tick one or both of the following

I authorise the agent named above to use PAYE online services to receive information over the Internet from HMRC on my behalf

I am a contractor in the Construction Industry Scheme and wish to authorise the agent named above to use the CIS online services to receive information over the Internet from HMRC on my behalf

X Employer/contractor details

Name

Address

Postcode

Are you registered as an organisation on the Government Gateway? No Yes

If you are registered, you can complete your agent authorisation at the Government Gateway instead of using this paper form. We can update your records quicker if you use this method.

Agent's details

Address

117-127 BROOK STREET  
GLASGOW

Postcode

G40 3AP

Contact name

Phone number

0141 550 4455

Fax number

0141 550 4858

Email address

payroll@gcil.org.uk

PAYE Agent ID Code

HJ9755

Agent's Government Gateway Identifier  
You need to get this from your agent

I H 3 K Q 5 J F 5 M I X

X Signature

X Date DD MM YYYY

## Notes

This form FBI2 can only be used to authorise accepting information over the Internet.

Please send the completed form to:

HM Revenue & Customs  
Central Agent Authorisation Team  
Benton Park View  
Longbenton  
NEWCASTLE UPON TYNE  
NE98 1ZZ

If your agent is registered, they can use the **Online Agent Authorisation** service to complete this authorisation online. It can save time and reduce the chances of error.

Please use form **64-8** if you want to authorise an agent to act on your behalf generally, in connection with Self Assessment or other HMRC matters.

Go to [www.hmrc.gov.uk/online](http://www.hmrc.gov.uk/online) for more information about our Online services.

## Reference numbers

Employer PAYE reference - This can be found on correspondence you receive from your HMRC office, for example forms P6, P9, P35.

Accounts Office reference - This can be found on the yellow payslip booklet P30BC sent to you by your HMRC Accounts Office.

## Who should sign the form

It depends what type of employer you are. See the guidance below.

Type of employer/contractor	Who signs the form
Individual	You
Companies	The secretary or any other responsible officer of the company
Partnerships	The partner responsible for the partnership's affairs It applies only to the partnership. Individual partners need to sign a separate authority for their own affairs
Trusts	One or more of the trustees

## How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime. We may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and look for *Data Protection Act* within the Search facility.

## Payroll Solutions — Employee Personnel Sheet

<b>Employer's Name</b>	
------------------------	--

### Employee Details

<b>Name</b>			
<b>Address</b>			
<b>Postcode</b>			
<b>Telephone Number(s) &amp; <i>email address:</i></b>			
<b>N. I. Number</b>			
<b>Date of Birth</b>			
<b>Marital Status</b>			
<b>Start Date</b>			
<b>Rates of Pay</b>	<b>Day</b>	<b>Evening</b>	<b>Sleepover</b>
<b>Normal/Standard Weekly Hours</b>			

### Employee Bank Details

<b>Bank</b>			
<b>Branch Address</b>			
<b>Account Name</b>			
<b>Account Number</b>			
<b>Sort Code</b>			

I confirm the above details are correct:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please turn over →**

## Employee Statement

You need to select only one of the following statements A, B or C.

- A This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C As well as my new job, I have another job or receive a State or Occupational Pension.

Yes	No	I have a Student Loan which is not fully repaid and I left a course of UK higher education before last 6 April and I received my first Student Loan instalment on or after 1 September 1998.
<input type="checkbox"/>	<input type="checkbox"/>	

Select 'No' if you are repaying your Student Loan direct to the Student Loans company by agreed monthly payments.



## Glasgow Centre for Inclusive Living

### Pension Auto Enrolment — Pension Provider Options

GCIL has identified two pension companies willing to provide a pension scheme to PA employers. The table below gives a brief overview and comparison, but this list is not exhaustive:

<b>Pension Provider:</b>	<b>NEST</b>	<b>Smart Pensions</b>
<b>Pension Provider charges paid by employer</b>	NIL	NIL
<b>Pension Provider admin charges (paid by employee)</b>	1.80% on each new contribution from each employee	NIL
<b>Pension Provider annual charge (paid by employee)</b>	0.30% annual charge on value of employee pension pot	0.75% annual charge on value of employee pension pot
<b>How contributions are paid to the Pension Provider</b>	Direct Debit from your Co-op, DP or ILF a/c; Telephone banking; Intrenet banking	Direct Debit from your Co-op, DP or ILF a/c
<b>Investment funds offered by pension provider</b>	Default retirement-date Funds; Ethical Fund; Sharia Fund; Higher Risk Fund; Lower Growth Fund; Pre-retirement fund	4 x default balanced funds, age-related: Traditional; Balanced; Conservative; Defensive; plus Sharia Fund

**NEST** (National Employment Savings Trust) set up by the Government

**Smart Pensions** fund manager Legal & General Investment Management

Both of the above providers will:

- accept small employers like you into their auto-enrolment pension schemes. There may be others which you can look into if you wish. The Pensions Regulator provides more information on how to choose a pension provider – **[www.tpr.gov.uk/scheme](http://www.tpr.gov.uk/scheme)**
- provide support re auto enrolment to you and your employees online or by telephone
- provide template documents to allow you to communicate with your staff (you have legal responsibilities to let your staff know when/if they will be auto-enrolled into a pension scheme)
- require you to register/sign up with them online
- prefer you to make payments due to them by signing a Direct Debit mandate – however NEST will also accept payment via telephone/internet banking.

Further information on NEST and Smart Pensions can be obtained via their websites. For NEST:

**[www.nestpensions.org.uk](http://www.nestpensions.org.uk)**

and for Smart Pensions:

**[www.autoenrolment.co.uk](http://www.autoenrolment.co.uk)**

***GCIL cannot recommend any one provider. We are not qualified to give you financial advice. If you want independent financial advice you can contact [www.unbiased.co.uk](http://www.unbiased.co.uk) or [www.vouchedfor.co.uk/services/auto-enrolment/](http://www.vouchedfor.co.uk/services/auto-enrolment/)***

**Glasgow Centre for Inclusive Living  
Pension Auto Enrolment  
Employer Agreement**



I understand that by law I need to

- set up an Auto Enrolment Pension Scheme
- enrol employees who qualify into the scheme
- allow other employees who qualify to opt in
- make payment to my chosen Pension Scheme for all my employer and employee contributions on time each month

I also understand that if I do not do this I am breaking the law and could face fines which my Direct Payment / Individual Budget will not cover.

I would like GCiL to register me with \_\_\_\_\_ Pension Provider.

I give GCIL my authority to deal with above Pension provider on my behalf.

I will set up and register with a Pension Provider myself.

Signed \_\_\_\_\_(Employer)

Date \_\_\_\_\_



## Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous three tax years. Do not send this form to HM Revenue and Customs (HMRC).

## Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. Do not send this form to HMRC.

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### Employee's personal details

**1** Last name

**2** First name(s)  
Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth

**3** Are you male or female?  
Male  Female

**4** Date of birth DD MM YYYY

**5** Home address  
  
  
  
Postcode  
  
Country

**6** National Insurance number (if known)

**7** Employment start date DD MM YYYY

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### Employee statement

**8** You need to select only one of the following statements A, B or C

- A**  This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B**  This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C**  As well as my new job, I have another job or receive a State or Occupational Pension.

Please turn over >

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## Student Loan

9 Do you have a Student Loan which is not fully repaid?

Yes  If yes, go to question 10

No  If no, go to question 12

10 Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?

Yes  If yes, go to question 12

No  If no, go to question 11

## Student Loan Plans

You will have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

11 What type of Student Loan do you have?

Plan 1

Plan 2

12 Did you finish your studies before the last 6 April?

Yes

No

For further guidance about repaying Student Loans go to [www.gov.uk/new-employee/student-loans](http://www.gov.uk/new-employee/student-loans)

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## Signature

Name

Date DD MM YYYY

**STANDING ORDER MANDATE**



To ..... Bank

Address .....

Please pay .....  
Bank Branch Title (Not Address) Sorting Code No.

For the credit of .....  
Beneficiary's Name Account Number & Type

† The sum of First Payment £ .....  
Amount in Figures Amount in Words

Commencing \*(date) ..... / \*NOW £ ..... and thereafter every .....  
Date of First Payment Due Date & Frequency

\* Until ..... £ ..... \*Until you receive further notice from me/us in writing  
Date & Amount of Last Payment

Quoting the reference ..... and debit my/our account accordingly

Please cancel any previous standing order or direct debit in favour of the beneficiary named above under this reference

Special Instructions .....

Account to be Debited

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Sort Code

Account Number

Signature(s) .....

**Note:** The Bank will not undertake to:  
(i) make any reference to Value Added Tax or other indeterminate element  
(ii) advise payer's address to beneficiary  
(iii) advise beneficiary of inability to pay  
(iv) request beneficiary's banker to advise beneficiary of receipt

Date .....

Note: Please ensure signed in accordance with account mandate

‡ Delete if not applicable

† If the amounts of the periodic payments vary they should be incorporated in a schedule overleaf



Thursday, 26 January 2017

\*\*\*Bank address\*\*\*

Dear Sir or Madam

**\*\*\*Client Name\*\*\*: Standing Order**

Our client **\*\*\*Client Name\*\*\*** holds an account with your bank.

GCIL have been asked to assist **\*\*\*Client Name\*\*\*** in managing **\*\*\*his/her\*\*\*** care package.

In order to allow us to do this, can you please set up the enclosed standing order. You will see that the standing order has been suitably authorised.

If you require any further information with regards to this matter, please contact me directly at the above number.

Kind regards

On behalf of GCIL

## GCIL Payroll Fee Schedule

**Standard Payroll Package** (see leaflet for details of package).

No. of Employees	Charge (4 weekly)	Registration Fee
1-5	£30	£97
6-10	£36	£129
11+	£43	£161

**Enhanced Payroll Package** (see leaflet for details of package).

No. of Employees	Charge (4 weekly)	Registration Fee
1-5	£44	£97
6-10	£50	£129
11+	£57	£161

**Note:** The 4 weekly charges include £3 per 4 week period towards the cost of the fee for the HMRC Annual Return of £39. In the first tax year of the service, the total number of these £3 contributions paid in the period to 5 April will be deducted from the fee for the first years Annual Return and a final invoice will be issued eg if 6 x 4 weekly payrolls are run, 6 x £3 = 18 will be deducted from the fee of £39 and a final invoice for £21 will be issued. For subsequent tax years, there will be no invoice for the Annual Return fee as this will already have been covered in full by the 4 weekly invoices.