

Strictly Private & Confidential

Mr J Smith
Smith Ltd
124 High Street
England City
PO23 XTT

Ref: MTH 01
29 April 2016
Dear Mr Smith

Payroll for Month 01 – April 2016: Monthly Payroll

We have pleasure in enclosing herewith payslips for your employee and summary of PAYE and National Insurance Contributions.

Please note that amount of **£1386.20** as appended below is due to HM Revenue & Customs in respect of PAYE and NIC for the above month. It should be settled by 19 May 2016.

PAYE Tax	£833.86
Employer's NIC	£652.75
Employee's NIC	£552.34
Total of NIC	£1205.09
Less: NIC Allowance	(£652.75)
<u>Less : SMP</u>	<u>(£0.00)</u>
Total Payable	<u>£1386.20</u>

For your information the wages cost for the month was £7430.00 (Gross wages – £8082.75 and employers NIC - £652.75).

Payment Method:

You can pay by cheque. Please post to: HMRC, Direct, BX5 5BD.

Alternatively, you can pay your PAYE online. Details are as follows:-

Account Name: HMRC PAYE, Account Number 12001039, Sort Code 08-32-10

Accounts Office Reference Number :

We request that you kindly check the payslips and correspondence you receive from us. Do let us know of any amendments you wish to make or if we have made any errors.

If you need any assistance, please email Payroll Department at payroll@friendly-accountants.com **OR** call on 020 8619 1485 or 020 8518 0888

Yours sincerely

Friendly Accountants

**Payroll Department
Encl.**

COMPANY NAME :

SMITH LTD

Department - No Department

Payment Method - Cash

Payment Period - Monthly

DESCRIPTION	HOURS	RATE	AMOUNT
GROSS PAY	1.00	2000.0000	2000.00

DESCRIPTION	AMOUNT
PAYE Tax	216.40
National Insurance	159.36

DESCRIPTION	AMOUNT
Total Gross Pay TD	2000.00
Gross for Tax TD	2000.00
Tax Paid TD	216.40
Earnings for NI TD	1998.00
National Insurance TD	159.36
Earnings for NI	1998.00
Gross for Tax	2000.00
Total Gross Pay	2000.00
Nat. Insurance No.	PX123456A

	DATE	DEPT.	PAY POINT	TAX CODE	EMPLOYEE NO.	EMPLOYEE NAME	NET PAY
1	30/04/2016	0		1100L	1	Mr. JOHN SMITH	1624.24

COMPANY NAME :

SMITH LTD

Department - No Department

Payment Method - BACS

Payment Period - Monthly

DESCRIPTION	HOURS	RATE	AMOUNT
GROSS PAY	140.00	7.2000	1008.00

DESCRIPTION	AMOUNT
PAYE Tax	18.00
National Insurance	40.32

DESCRIPTION	AMOUNT
Total Gross Pay TD	1008.00
Gross for Tax TD	1008.00
Tax Paid TD	18.00
Earnings for NI TD	1006.00
National Insurance TD	40.32
Earnings for NI	1006.00
Gross for Tax	1008.00
Total Gross Pay	1008.00
Nat. Insurance No.	NX123456A

	DATE	DEPT.	PAY POINT	TAX CODE	EMPLOYEE NO.	EMPLOYEE NAME	NET PAY
1	30/04/2016	0		1100L	7	Mrs. JULIE SMITH	949.68

COMPANY NAME :

SMITH LTD

Department - No Department

Payment Method - BACS

Payment Period - Monthly

DESCRIPTION	HOURS	RATE	AMOUNT
GROSS PAY	93.33	7.2000	672.00

DESCRIPTION	AMOUNT
PAYE Tax	0.00
National Insurance	0.00

DESCRIPTION	AMOUNT
Total Gross Pay TD	672.00
Gross for Tax TD	672.00
Tax Paid TD	0.00
Earnings for NI TD	672.00
National Insurance TD	0.00

Earnings for NI	672.00
Gross for Tax	672.00
Total Gross Pay	672.00
Nat. Insurance No.	SG123456D

	DATE	DEPT.	PAY POINT	TAX CODE	EMPLOYEE NO.	EMPLOYEE NAME	NET PAY
1	30/04/2016	0		1100L	24	Mr. PAUL ESDALE	672.00

COMPANY NAME :

SMITH LTD

Department - No Department

Payment Method - BACS

Payment Period - Monthly

DESCRIPTION	HOURS	RATE	AMOUNT
GROSS PAY	1.00	3750.0000	3750.00

DESCRIPTION	AMOUNT
PAYE Tax	599.46
National Insurance	352.66

DESCRIPTION	AMOUNT
Total Gross Pay TD	3750.00
Gross for Tax TD	3750.00
Tax Paid TD	599.46
Earnings for NI TD	3583.00
National Insurance TD	352.66

Earnings for NI	3583.00
Gross for Tax	3750.00
Total Gross Pay	3750.00
Nat. Insurance No.	SJ123456A

	DATE	DEPT.	PAY POINT	TAX CODE	EMPLOYEE NO.	EMPLOYEE NAME	NET PAY
1	30/04/2016	0		1100L	25	Mr. DALE HOPKINS	2797.88

Payment History Report - By Date

E'ee Ref	Employee Name	Total Gross	Tax	Employee NIC	Employer NIC	<u>Ee'NI+Er'NI Contribution</u>	SSP	SMP	SPP	Student Loan	Employee Pension	Employer Pension	Net Pay	Pay to HMRC
Process Date : 30/04/2016 Month : 1 Week : 4														
1	Mr. JOHN SMITH	2,000.00	216.40	159.36	182.71	342.07	0.00	0.00	0.00	0.00	0.00	0.00	1,624.24	558.47
7	Mrs. JULIE` SMITH	1,008.00	18.00	40.32	45.82	86.14	0.00	0.00	0.00	0.00	0.00	0.00	949.68	104.14
24	Mr. PAUL ESDALE	672.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	672.00	0.00
25	Mr. DALE HOPKINS	3,750.00	599.46	352.66	424.22	776.88	0.00	0.00	0.00	0.00	0.00	0.00	2,797.88	1376.34
Process Date Total		<u>7,430.00</u>	<u>833.86</u>	<u>552.34</u>	<u>652.75</u>	<u>1205.09</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,043.80</u>	<u>2038.95</u>
Report Total		<u>7,430.00</u>	<u>833.86</u>	<u>552.34</u>	<u>652.75</u>	<u>1205.09</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,043.80</u>	<u>2038.95</u>