

# PAYROLL SERVICE AGREEMENT


**Warrington Disability Partnership will make available the following services to assist you with your Direct Payment Payroll Administration:**

- The service will include dealing with Personal Assistants who commence employment and leave employment and completing and processing relevant forms that we will provide.
- Provide a four-weekly payslip for each of your employees by an agreed date (timesheets to be provided to Warrington Disability Partnership beforehand) which will include details of Tax payments and National Insurance contributions and other contributions as required.
- Give notice of when your Inland Revenue contributions, (National Insurance and Tax, both yours if any and for your PAs) are due, how much to pay and the date when we need a payment to forward to Inland Revenue on your behalf.
- We will complete your End of Year Return and printing of all P14s and P60s as required.
- Payroll service charge is dependent on care package hours average charge will be £5 per week, unless care package is less than 5 hours per week.
- If for whatever reason the Direct Payments ceases, any monies owed for payroll services provided by Warrington Disability Partnership to the employer have to be paid by the individual employer.
- If for whatever reason the Direct Payments ceases, any monies owed to the Inland Revenue must be paid by the individual employer, via Warrington Disability Partnership.



Registered Charity No: 1113597

**Warrington Disability Partnership**  
Centre for Independent Living  
Beaufort Street  
Warrington  
WA5 1BA

 01925 240064



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## Employer's Details (please complete in BLOCK CAPITALS)

Title (Miss / Mr / Mrs / Ms / Dr etc):  Address:

Surname:

First Name (s):

Previous Surname:  Postcode:

Telephone Number:  Mobile Number:

Email:

## Total Weekly Care Package

Direct Payments

If your care package either increases or decreases please inform Warrington Disability Partnership as soon as possible.

We the undersigned, agree to adhere to these terms and conditions:

Signed  (Employer)

Print Name  Date

Signed  (WDP Representative)


Print Name  Date

We reserve the right to give you a notice period of one month to terminate the Payroll Service Agreement at any time.



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