

CVS COMMUNITY FINANCE SERVICE

All you have to do is:

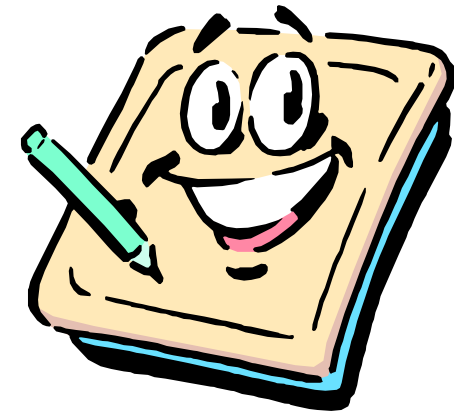
- *Inform us of changes to pay*
- *Let us have completed forms for new employees*
- *Tell us when someone is off sick*
- *Tell us when an employee is leaving*

If CVS are to pay employees and the Inland Revenue, let us have funds on time



CVS COMMUNITY
FINANCE SERVICE

CVS COMPREHENSIVE PAYROLL SERVICE



CVS Community Finance
Supporting the
Voluntary and Community
Sector

CVS Community Finance Supporting the Voluntary and Community Sector

Council for Voluntary Service
Northampton & County
Company Limited by Guarantee 2902472
Reg. Charity No. 10346597
CVS Community Finance Service
32-36 Hazelwood Road
NORTHAMPTON NN1 1LN

Phone: 01604 627128
Email: payroll@cvscommunityfinance.org.uk

CVS COMMUNITY FINANCE SERVICE

We at CVS provide a fully computerised Payroll Service with friendly and helpful staff.

There is a small monthly charge per employee

What you receive for your charge:-

- We will provide advice and assistance with all aspects of PAYE and help you to understand the process involved in becoming registered with the Inland Revenue
- Provide monthly detailed payslips
- We can also pay your staff through the Bank if you wish

- Provide you with details to pay the Inland Revenue or pay on your behalf
- Issue all forms relating to staff and the Inland Revenue
- Issue you with completed year-end forms P14/P60's for all staff
- Produce year-end return P35
- Deal directly with the Inland Revenue
- Calculate SSP, SMP and SAP
- Pay and operate working tax credit etc.
- Claim SSP & SMP on your behalf when appropriate
- Issue when necessary completed SSP1 & SMP1
- Help and give you support and advice on all aspects of payrolls
- Supply you with basic contract of terms and conditions of employment

- Provide you with help-line support
- Issue legislation updates
- Give general personnel advice
- Provide you with information sheets produced by CVS Community Accounting



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