

*"We are focused on providing a first class service combining professionalism, flexibility and expertise whilst developing and maintaining long lasting relationships with all our clients".*

Try our **FREE INSTANT QUOTATION CALCULATOR** for a comparison on what your business could be saving. Just visit us @:

**www.citylightspps.com**

#### Payroll Services

- Payslips posted to you or security sealed direct to your employee's.
- All Tax and NIC's calculated.
- Statutory payments including SSP, SMP, SAP, SPP etc calculated.
- Student Loan deductions calculated.
- Attachment of Earnings orders and similar deductions calculated.
- Holiday pay calculated.
- Monthly Inland Revenue payment advice.
- P46's and Student tax forms [P38(s)] for new starters.
- P45's for leavers.
- Year end admin including P60's, P14's and calculation of P35.
- Compliance with ever-changing legislation.
- Comprehensive payroll reporting and statistics.
- BACS transfer of wages direct into employee's accounts.

#### Construction Industry Scheme (CIS) Services

- All Tax stoppages calculated for all subcontractors.
- Unlimited subcontractor verifications per month.
- Prompts by us to obtain payments made to subcontractors.
- Monthly submission of your CIS300 returns.
- Monthly Inland Revenue payment advice.
- Reclaiming of CIS tax suffered at the year end.
- Continuous help and telephone support.
- Production of monthly pay statements for each subcontractor.



**Exclusive offer to Hainault Business Park members.**

**First, 2 months payroll processed *FREE* when you instruct us on or prior to 31st December 2009.**

