



Is your Payroll tying  
you in knots?



BookCheck

# BookCheck – Taking care of your payroll



**We are delighted with the payroll services that BookCheck provide; fast, accurate and gives us total confidence.**

Bridgette Smith. Converge

Would having a reliable payroll professional to take on all your payroll tasks make your business life a lot easier?

BookCheck offers a dedicated payroll service with a fully trained payroll officer assigned to your organisation. Meeting payroll processing deadlines, dealing with staff queries, keeping up to date with payroll legislation – all this can be outsourced to BookCheck.

BookCheck will free up your time and resources, giving you peace of mind that your payroll will be handled professionally, alleviate stress and enable you to focus on your core business.

Simply hand it over.

## Your dedicated resource

For service with a human touch, we assign a dedicated payroll officer based in the UK who will meet you, establish processes that best meet your requirements and manage all aspects of your payroll. Having one point of contact to handle all your payroll issues means we quickly get to know your business and your payroll needs.

We are committed to quality too. All our payroll officers are fully trained in all aspects of payroll administration and legislation. You can also rely on all of BookCheck's professional systems and procedures, constantly audited by an external body. BookCheck is accredited with the prestigious ISO 9001:2008 Quality Standard.

We are dedicated to your payroll needs.



**We have been very happy with BookCheck Payroll and appreciate the excellent help and advice from our dedicated payroll officer.**

John West, Chalford  
Groundwork Contractors,  
Stroud

# Working together

Our key to success is to create a trusted partnership with your business where we understand both your organisation's operational style and its ongoing requirements.

BookCheck is passionate about achieving a quality, reliable and personalised service. We fully understand that payroll is one of the most important functions within your business.

Let your payroll become our business.

All of these services are provided as standard:

- › Options available for electronic payslips
- › P45 reports for leavers
- › Monthly P32 summary of payment due to HMRC
- › Maintenance of employees' standing data
- › Year-end P60 reports
- › BACS transfers available
- › Telepay submission report
- › HMRC electronic filing (RTI)
- › Manage starters, leavers, student loans, sick pay and maternity pay
- › Manage childcare voucher schemes and other required deductions.

## Workplace Pension Auto Enrolment

All employers must have a suitable pension auto enrolment scheme in place, running as part of their payroll. It's a very big change and is often intimidating because of its complexity.

The good news is that here at BookCheck we've successfully assisted clients to achieve their objectives with the minimum demand on their time. We greatly simplify tasks and with doing so we minimise the cost.

BookCheck are ideally placed to assist your implementation in line with the legislation.

Since using BookCheck Payroll we have benefited from a very smooth service, always with a speedy response and without mistakes! ...

# Reassurance and reliability

You can rely on us.

BookCheck has been providing a fully outsourced payroll service since 1994. Confidentiality and security are assured and all necessary legislation changes are introduced in good time and with no disruption.

As added reassurance, after an initial three-month trial period, if you find that BookCheck does not meet your needs or is not suitable, costs can be credited and the contract cancelled.

BookCheck is your reliable partner in meeting your payroll needs.

... You have been proactive in helping us set up our system so it runs efficiently, making the minimum demands on staff time.

Paul Fletcher,  
Cycore UK, London



# Lean on us

For a focused, hassle-free business, you can transfer to BookCheck any other financial activities that you simply don't have time for or would prefer to outsource to a professional. Our other outsourced services include:

- Bookkeeping with Management Accounts
- Cash Flow Forecasting
- Credit Management

BookCheck can also provide you with regular bespoke management information, achieved with a highly effective business model headed by one of our qualified BookCheck accountants.

Regular, clearly presented data and management information enables you to better manage your business; maximising profitability and cash flow.

We will manage any service transition with a minimum of fuss.



# Supporting your growth

Outsourcing payroll and other services, as well as providing all the right information at your fingertips, will help you grow your business.

Your payroll will be safe in our hands. Data is processed reliably, accurately and promptly.

Simply pass your payroll to us and relax.

Last, but not least, the price we quote is the price you pay.

BookCheck also supports growth at the Woodland Trust.

For every new client who chooses our payroll services, we dedicate a new young native tree at a Woodland Trust Wood. The Woodland Trust is the UK's leading woodland conservation charity and our donations on your behalf help to support new growth and renewal in UK woodlands.

Thank you for such  
a smooth running  
first month!

Debbie Durham,  
Dizzy Ducks

Your scalable services have been a key part of enabling Crux to go from a start-up to an established organisation in a cost effective manner. Without fail you have always delivered ... accurately and on time.

James West, Director,  
Crux Product Design



BookCheck



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