



## HEBA Payroll Service

Information last updated March 2021

# HEBA Payroll Contacts

**Pam Yorke** provides the payroll service, producing the monthly payslips for your employees and completing your RTI returns to HMRC. Pam can be contacted by email at [yorkepayroll@gmail.com](mailto:yorkepayroll@gmail.com)

**Sue Coates** will handle initial questions about the HEBA Payroll Service, provide you with the agreement forms to start using the service and be able to answer many general payroll questions. Sue works in the HEBA Office (usually Tuesdays, Wednesdays and Thursdays) and can be contacted on 0121 472 4986 or email to [sue@baptist-heartofengland.org](mailto:sue@baptist-heartofengland.org)

## Cost of Payroll Scheme

The Payroll Scheme charges for tax year 2021/22 are set out below. The total cost for a single employee/minister is just over £11 per month. The only thing required by treasurer is to settle the actual payments from the information provided and complete the P11D returns at year end.

	2021/22
Charge for first employee	£135.00
Charge for each subsequent employee	£90.00
Submission of EPS to HMRC (charge per submission)	£5.00

If you begin employing a new individual during the year we will only charge for the remaining months in the tax year.

If an employee leaves and there are no payments in a month then a charge of £5.00 for each month will be made for submission of the Employee Payment Summary to HMRC.

## HMRC

Pam Yorke will complete your monthly submissions to HMRC using RTI but the church will continue to be responsible for making payments to HMRC for the PAYE and National Insurance payments that are due.

**We would recommend that you register for HMRC's Online Service PAYE for Employers. You will then be able to view the "Business Tax Dashboard"**

as an employer. This will confirm the amount of PAYE & NI required and the amount paid to date this year. This is a very useful tool and will ensure your payments to HMRC are up to date.

## Registering as an Employer

If you are not currently registered as an employer with HMRC you will need to do so in order to obtain a PAYE reference number and Accounts reference number. To do this go to the HMRC homepage [www.hmrc.gov.uk](http://www.hmrc.gov.uk) , click on the Employers tab, follow the link 'Employing staff for the first time' and complete the details under 'Registering as an employer'.

## Transform

Churches regularly receive 'Baptists Together' magazine which includes a section "Transform". This contains a great deal of useful information for treasurers and it is always worth reading and retaining for reference. Please ensure that you receive your copy.

## Pensions

Information about Baptist Pensions and Pensions Auto Enrolment can be found on the Baptist Pensions website [www.baptistpensions.org.uk](http://www.baptistpensions.org.uk)