



We are Beams Payroll Service Information Booklet

We are Beams, Payroll Service

Allsworth Court, 40 St David's Road, Hextable, Kent, BR8 7RJ

Email :payroll@wearebeams.org.uk

Telephone: 01322 610840

www.wearebeams.org.uk

RCN 1054129

VAT REGISTRATION NUMBER 380202043

To begin using the service

Please complete the following forms and return them to us at We Are Beams Payroll Service, Allsworth Court, 40 St. David's Road, Hextable, Kent BR8 7RJ.

- Employer Registration Form
- Employee Starter Form
- Authorising your agent to use PAYE services (HMRC form FBI 2)
- Authorising your agent form (HMRC form 64-8)

For each new employee you will need to complete an Employee Starter Form.

All sample forms and guidance for completion notes are located at the end of this document.

What you must do as an Employer

- Advise us of each person that you employ to work for you and tell us when they leave your employment, without delay.
- Provide us with a Beams Employee Starter Form, P46 and if applicable a P45 for each new employee.
- Notify us of each employee's hours by e-mail or telephone.
- Report your employees' payroll information to Beams in good time to meet your four weekly or monthly RTI submission deadline. If there are zero hours to report please advise us.
- It is possible to make written arrangements with Beams in advance of any significant period when you will not need to pay any employee hours and additional payments.
- Provide us with any additional information relating to your employee's pay ahead of the payroll processing deadline i.e. Change of hourly rate, sickness leave, maternity leave, paternity leave, adoption leave, holiday fund requests, additional pay, etc. or any changes to contact details.
- Issue each employee with the pay slip we provide for you and pay them the NET amount on their pay slip on or before their pay date.
- Pay your Tax and National Insurance liability to Her Majesties Revenue and Custom (HMRC) on time or before the deadline to avoid a penalty imposed by HMRC.
- Communicate any queries you have with us promptly.
- Keep all information relating to your payroll records safely and in a secure location for the current and previous three tax years as required by HMRC.

What Beams Payroll Service will do for you

- Register you as an employer with HMRC if required.
- Correspond with HMRC on your behalf.
- Calculate each employee's wages based on the hours you have submitted.
- Calculate Tax, National Insurance and other statutory payments and deductions.
- Submit a Real Time Information (RTI) submission to HMRC (for reporting your payroll information) every four weeks/month, based solely on the information you provide Beams.
- Provide you with a pay slip for each employee when hours are reported.
- Provide you with payroll reports for your records.
- Provide you with your Tax and National Insurance liability calculation and deadline for payment.
- Send an end of year submission to HMRC and provide you with end of year statements for each employee.

CHARGES

We will invoice you quarterly. We will not charge you if there are zero hours to pay and there are no additional payments to make. From 1st April 2021, our charges will be:

RTI / Yearly Fee	£98.00
Payroll charge (up to 5 employees)	£9.00
Additional employee per employee per payroll run	£2.50

The Payroll Process

Complete an EMPLOYEE STARTER FORM for each employee and send it to Beams

Submit hours for each employee even if they have not worked. Report this information to Beams via email or post in time for your payroll schedule date (your schedule should arrive the week before your first payroll is due,)

Beams will process your payroll using this information and report to HMRC on your behalf. Afterwards REPORTS, PAYSLEIPS, INVOICES and an RTI RECEIPT will be sent to you. You can then pay your employee the NET AMOUNT by bank transfer on their payday.

You should pay your TAX and National Insurance payment to HMRC as instructed on your EMPLOYERS PAYSLEIP REPORT before the deadline, by your preferred method.

Please pay your INVOICE for using the Beams payroll service via bank payment, include the reference on your invoice.

Keep your REPORTS and paid INVOICES safe with your records.

Remember to follow the process above to record and report hours according to your pay schedule, even if you are to inform Beams of ZERO hours as it is required by HMRC.

What we will send you

Each time we run a payroll for you, you will receive the following documents:

- Employee's payslip – This must be handed to the employee
- Employer's Summary including Holiday Fund
- RTI Full Payment Submission – This is a copy of what has been sent to HMRC
- Employer's payslip – This shows you how much to pay to HMRC

The final three documents should be kept to show to the Direct Support Worker

Samples of these documents are provided in the following pages.

Employee payslip example

Employee's Name			
Sample Employee 1 A Street A Town County PO1 8OX	Pay Period	Pd2	
	Pay Date	05-May-2017	
	Pay Type	4-Weekly	
	Tax Code	6T	
	NI Number	AA 11 11 11	
	AA		
	NI Table Letter	A	
	Year to Date		
	Taxable Gross Pay	187.00	
	Income Tax	32.50	
	Employee NIC	0.00	
	Employer NIC	0.00	
	Holiday Fund Balance	22.57	
	Payments		
	Description	Hours	Rate
	Social Hours	15.00	8.50
	Total Hourly Pay		127.50
	Holiday Pay		10.00
	Total Payments		137.50
	Deductions		
	Income Tax		24.40
	National Insurance		0.00
	Total Deductions		24.40
		Net Pay	113.10

Prepared by Beams

Each time your employees wages are processed you will be sent a payslip like this to give them their wages. Remember to pay your employee the amount in the NET PAY box regardless of any other information on the payslip.

Sample employer's summary

Week 16 (paid Friday 22-Jul-2016)

Pay Frequency Summary, Layout: Holiday Fund

Employee	Holiday Fund Contribution	Holiday Pay	Holiday Fund Balance
Employee name	29.81		36.69
Total	29.81	0.00	36.69

Employer Totals:

	Current Week
Total Net Pay	197.60
TAX	
PAYE Tax	49.40
Total Tax Due	49.40
NIC:	
Total Tax & NIC due	49.40
HMRC ACCOUNT:	
Tax & NIC due for Jun-2016	60.80
Payment for Jun-16	60.80
Balance carried forward to July-2017	0.00
OTHER PAYMENTS:	
TOTAL NET OUTLAY	247.00

You will receive an EMPLOYER'S TAX SUMMARY with your payslips. This is a breakdown of your employee's hourly/shift pay. Keep this safe with your records.

Sample RTI Full Payment Submission

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
Employee name	247.00	49.40		197.60	
Total	247.00	49.40	0.00	197.60	0.00

Employer Totals:

	Current Week
Total Net Pay	197.60
TAX	
PAYE Tax	49.40
Total Tax Due	49.40
NIC:	
Total Tax & NIC due	49.40
OTHER PAYMENTS:	
TOTAL NET OUTLAY	247.00

Sample Employer's payslip

Employer's payslip for Jul-2016

HMRC account	
Balance owed from Jun-2016	0.00
Tax & NIC due for Jul-2016	44.80
Payment for Jul-2016	44.80
Balance carried forward to Aug-2016	0.00

Payment Details	
Amount	44.80
Reference	
Sort code	00-00-00
Account no.	12345678
To reach HMRC by	22-Aug-2016

Each time your payroll is processed we will send you a report called EMPLOYER'S PAYSIP, like the above, to keep safe with your records. The amount box shows how much tax and national insurance is owed to HMRC each time your payroll is run and the date your payment must reach HMRC is also shown.

If there is nothing to pay and the amount column is 0.00 you will not need to do anything.

You can choose how you pay the full amount to HMRC. These are the fastest methods:

- Pay HMRC directly using an on-line account or telephone banking

For both methods use your personal 13 character Accounts Office reference followed by the year and the period for that payment.

Make one payment for each separate period to the HMRC account number and sort code on your employer's payslip report.

The following methods use your Employer Payment Booklet. These aren't as fast as previous methods. Please bear this in mind to ensure the payment reaches HMRC before the deadline.

- Send a cheque in the post

In an envelope provided with your Employer's Payslip, write a cheque payable to 'HM Revenues and Customs Only'. On the back of your cheque include your 13 character Accounts Office reference and the year and period reference for that payment.

- At your bank (if it offers the service)

Take your Employer Payslip and your method of payment to your bank. A cheque must be made payable 'HM Revenues and Customs Only'. On the back of your cheque include your 13 character Accounts Office reference and the year and period reference for that.

Additional Services

MANAGED PAYROLL

We are able to offer a fully managed payroll service. This means that Beams will make all payments on your behalf, ie. Employee wages, HMRC PAYE and National Insurance Contributions.

In the case of Direct Payments, the budget allocated to you is managed by Beams, taking away the worry and time of making payments.

For Direct Payment users this service must be authorised by your Social Worker.

The charge for Managed Payroll is £11.00 for any month containing a transaction, Standard payroll charges will apply in addition.

AUTO ENROLMENT PENSIONS

Under the Pensions Act 2008, every employer in the UK must put certain staff into a pension scheme and contribute towards it. This is called 'automatic enrolment'. If you employ at least one person you are an employer and you have certain legal duties.

Beams are able to manage this process on your behalf from initial assessment to completing the Certificate of Compliance.

We currently use the NEST Pension Scheme setup by the Government to provide a straightforward and simple method for employees to save towards their pensions.

Who we are

We are Beams is a local charity which provides support services to disabled children and their families in Kent.

The charities services are divided up into four key areas: Short Break Service for Disabled Children, Family Advice Service, Direct Payments Service and Dragon's Retreat Short Break Unit.

The children and young people who access our services will typically have one or multiple learning difficulties, complex health needs, physical or sensory impairment, challenging behaviour, Autism or severe ADHD.

In any one week we support at least 350 children and families.

This year we need to raise £1.4 million in order to continue offering our services to those that need them.

Sample Forms

The following pages are the sample forms that need to be completed and returned.

Employer registration form



Employer's Personal Details	Miss, Mrs, Ms, Mr or Other	
	Forename(s)	
	Surname	
	National Insurance Number	
Reference	Direct payment recipient's full name	
	Direct payment case worker's full name	
Address	Building Number/Name	
	Street	
	Town	
	County	
	Postcode	
	e-mail address	
	Landline telephone number	
	Mobile telephone number	
Please complete the following section if you are NOT already registered as a PAYE employer for the purpose of paying these employees		
Frequency of your payroll		Four weekly/other (delete as appropriate)
Please complete the remaining sections if you ARE already registered as a PAYE employer for the purpose of paying these employees and wish to transfer from another payroll provider		
Employer's PAYE reference		Usual pay frequency Four weekly/ Last working day of month/ Other - please state (delete as appropriate)
Accounts Office reference (13 characters)		Your employee's next pay day (DD/MM/YYYY)
Payroll Company Name		
Contact Name		
Address		
e-mail		
Telephone number		

Please return to We Are Beams Payroll Service, Allsworth Court, 40 St. David's Road, Hextable, Kent BR8 7RJ

Authorising your agent form (HMRC form 64-8)



Authorising your agent

Please read the notes on the back before completing this authority. This authority allows us to exchange and disclose information about you with your agent and to deal with them on matters within the responsibility of HM Revenue and Customs (HMRC), as specified on this form. This overrides any earlier authority given to HMRC. We will hold this authority until you tell us that the details have changed.

Please tick the box(es) and provide the reference(s) requested only for those matters for which you want HMRC to deal with your agent.

✗ I (print your name) _____

of (name of your business, company or trust if applicable) _____

authorise HMRC to disclose information to _____

(agent's business name) _____

BEAMS PAYROLL SERVICE

I agree that the nominated agent has agreed to act on my/our behalf and the information is correct and complete. The authorisation is limited to the matters shown on the right-hand side of this form.

✗ Signature see note 1 overleaf before signing _____

✗ Date _____

Give your personal details or company registered office here

Address _____

✗ Postcode _____

✗ Phone number _____

Give your agent's details here

Address _____

38/40 ALLSWORTH COURT

ST DAVID'S ROAD

HEXTABLE KENT

Postcode BR8 7RJ

Phone number 01322 610840

Agent codes (SA/CT/PAYE) _____

Client reference _____

For official use only

SA	<input type="checkbox"/>	____/____/____	COTAX	<input type="checkbox"/>	____/____/____
NIRS	<input type="checkbox"/>	____/____/____	EBS	<input type="checkbox"/>	____/____/____
COP	<input type="checkbox"/>	____/____/____	VAT	<input type="checkbox"/>	____/____/____
NTC	<input type="checkbox"/>	____/____/____	COP link	<input type="checkbox"/>	____/____/____

64-8

Individual*/Partnership*/Trust* Tax Affairs *delete as appropriate (including National Insurance)

Your National Insurance number (individuals only) _____ If you are self employed tick here ☐

Unique Taxpayer Reference (UTR) (if applicable) _____ If UTR not yet issued tick here ☐

If you are a Self Assessment taxpayer, we will send your Statement of Account to you, but if you would like us to send it to your agent instead, please tick here ☐

Tax credits ☐

Your National Insurance number (only if not entered above) _____

If you have a joint tax credit claim and the other claimant wants HMRC to deal with this agent, they should sign here

Name _____

Signature _____

Joint claimant's National Insurance number _____

Corporation Tax ☐

Company Registration Number _____

Company's Unique Taxpayer Reference _____

NOTE: Do not complete this section if you are an employee. Only tick the box if you are an employer operating PAYE

Employer PAYE Scheme ☒

Employer PAYE reference _____

VAT ☐ (see notes 2 and 5 overleaf)

VAT Registration Number _____ If not yet registered tick here ☐

CLEAR FORM

HMRC 01/17

1 Who should sign the form

If the authority is for	Who signs the form
You, as an individual	You, for your personal tax affairs
A company	The secretary or other responsible officer of the company
A partnership	The partner responsible for the partnership's tax affairs. It applies only to the partnership. Individual partners need to sign a separate authority for their own tax affairs
A trust	One or more of the trustees

2 What this authority means

For matters other than VAT or tax credits

We will start sending letters and forms to your agent and give them access to your account information online. Sometimes we need to correspond with you as well as, or instead of, your agent.

For example, the latest information on what Self Assessment forms we send automatically can be found on our website, go to www.gov.uk/topic/personal-tax/self-assessment or phone the Self Assessment Helpdesk on 0300 200 3310.

You will not receive your Self Assessment Statements of Account if you authorise your agent to receive them instead, but paying any amount due is your responsibility.

We do not send National Insurance statements and requests for payment to your agent unless you have asked us if you can defer payment.

Companies do not receive Statements of Account.

For VAT and tax credits

We will continue to send correspondence to you rather than to your agent but we can deal with your agent in writing or by phone on specific matters. If your agent is able to submit VAT returns online on your behalf, you will need to authorise them to do so through our website. For joint tax credit claims, we need both claimants to sign this authority to enable HM Revenue and Customs to deal with your agent.

3 How we use your information

HM Revenue and Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue and Customs unless the law permits us to do so. For more information go to www.gov.uk/hmrc/information-charter

4 Multiple agents

If you have more than one agent (for example, one acting for the PAYE scheme and another for Corporation Tax), please sign one of these forms for each.

5 Where to send this form

When you have completed this form please send it to:

National Insurance Contributions and Employer Office
HM Revenue and Customs
BX9 1AN

There are some exceptions to this to help speed the handling of your details in certain circumstances. If this form:

- accompanies other correspondence, send it to the appropriate HM Revenue and Customs (HMRC) office
- is solely for Corporation Tax affairs, send it to the HMRC office that deals with the company
- is for a High Net Worth customer, send it to the appropriate High Net Worth Unit
- accompanies a VAT Registration application, send it to the appropriate VAT Registration Unit
- has been specifically requested by an HMRC office, send it back to that office

Authorising your agent to use PAYE services (HMRC form FBI 2)

You only need to complete the boxes marked with an X.



Authorising your agent to use PAYE/CIS online services (Internet)

Employer's PAYE reference (see Notes on page 2)

/

Accounts Office reference (see Notes on page 2)

P

Please read the notes on page 2 before completing this authority

Enter your name - use capital letters

X

I, the above, authorise my agent to use PAYE online and/or CIS online services to receive information over the Internet from HM Revenue & Customs (HMRC) on my behalf.

Name of agent

Beams Payroll Service

X Tick one or both of the following

I authorise the agent named above to use PAYE online services to receive information over the Internet from HMRC on my behalf ☐

I am a contractor in the Construction Industry Scheme and wish to authorise the agent named above to use the CIS online services to receive information over the Internet from HMRC on my behalf ☐

Employer/contractor details

Name

X

X Address

X Postcode

X Are you registered as an organisation on the Government Gateway? No ☐ Yes ☐

If you are registered, you can complete your agent authorisation at the Government Gateway instead of using this paper form. We can update your records quicker if you use this method.

Agent's details

Address

We Are Beams, Allsworth Court
40 St David's Road
Hextable, Kent

Postcode

B R 8 7 R J

Contact name

Joanne Fenner

Phone number

01322 610840

Fax number

Email address

payroll@wearebeams.org.uk

PAYE Agent ID Code

Agent's Government Gateway Identifier
You need to get this from your agent

Q P 8 T W N 1 7 T G S I

X Signature

X Date DD MM YYYY

Notes

This form FBI2 can only be used to authorise accepting information over the Internet.

Please send the completed form to:

HM Revenue & Customs
Central Agent Authorisation Team
Benton Park View
Longbenton
NEWCASTLE UPON TYNE
NE98 1ZZ

If your agent is registered, they can use the **Online Agent Authorisation** service to complete this authorisation online. It can save time and reduce the chances of error.

Please use form 64-8 if you want to authorise an agent to act on your behalf generally, in connection with Self Assessment or other HMRC matters.

Go to www.hmrc.gov.uk/online for more information about our Online services.

Reference numbers

Employer PAYE reference – This can be found on correspondence you receive from your HMRC office, for example forms P6, P9, P35.

Accounts Office reference – This can be found on the yellow payslip booklet P3 OBC sent to you by your HMRC Accounts Office.

Who should sign the form

It depends what type of employer you are.
See the guidance below.

Type of employer/contractor	Who signs the form
Individual	You
Companies	The secretary or any other responsible officer of the company
Partnerships	The partner responsible for the partnership's affairs It applies only to the partnership. Individual partners need to sign a separate authority for their own affairs
Trusts	One or more of the trustees

How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime. We may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to www.hmrc.gov.uk and look for *Data Protection Act* within the Search facility.

Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous three tax years. **Do not send this form to HM Revenue and Customs (HMRC).**

Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. **Do not send this form to HMRC.**

Employee's personal details

<p>1 Last name</p> <input style="width: 100%;" type="text"/>	<p>5 Home address</p> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
<p>2 First name(s) Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth</p> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>	<p>Postcode</p> <input style="width: 100%;" type="text"/> <p>Country</p> <input style="width: 100%;" type="text"/>
<p>3 Are you male or female?</p> <p>Male <input type="checkbox"/> Female <input type="checkbox"/></p>	<p>6 National Insurance number (if known)</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>4 Date of birth DD MM YYYY</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p>7 Employment start date DD MM YYYY</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Employee statement

- 8** You need to select only one of the following statements A, B or C
- A** ☐ This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B** ☐ This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C** ☐ As well as my new job, I have another job or receive a State or Occupational Pension.

Please turn over >

Student Loan

9 Do you have a Student Loan which is not fully repaid?

Yes ☐ If yes, go to question 10

No ☐ If no, go to question 12

10 Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?

Yes ☐ If yes, go to question 12

No ☐ If no, go to question 11

Student Loan Plans

You will have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

11 What type of Student Loan do you have?

Plan 1 ☐

Plan 2 ☐

12 Did you finish your studies before the last 6 April?

Yes ☐

No ☐

For further guidance about repaying Student Loans go to www.gov.uk/new-employee/student-loans

Signature

Name

Date DD MM YYYY

Employer's Details	Employer's Name	
	Direct payment recipient's full name	

Rates of pay	Social Hours	£	per hour
	Additional Non-Term Time Hours	£	per hour
	Overnight Shift	£	per hour
	Bridging Hours	£	per hour
	Voluntary Additional Hours	£	per hour
	Private Hours	£	per hour

*Voluntary Additional Hours – When the employee volunteers to work additional hours to cover their own holiday period

Please return to We Are Beams Payroll Service, Allsworth Court, 40 St. David's Road, Hextable, Kent BR8 7RJ

Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous three tax years. **Do not send this form to HM Revenue and Customs (HMRC).**

Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. **Do not send this form to HMRC.**

Employee's personal details

<p>1 Last name</p> <input style="width: 100%;" type="text"/>	<p>5 Home address</p> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
<p>2 First name(s) Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth</p> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>	<p>Postcode</p> <input style="width: 100%;" type="text"/> <p>Country</p> <input style="width: 100%;" type="text"/>
<p>3 Are you male or female?</p> <p>Male <input type="checkbox"/> Female <input type="checkbox"/></p>	<p>6 National Insurance number (if known)</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>4 Date of birth DD MM YYYY</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p>7 Employment start date DD MM YYYY</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Employee statement

8 You need to select only one of the following statements A, B or C

A ☐ This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

B ☐ This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.

C ☐ As well as my new job, I have another job or receive a State or Occupational Pension.

Please turn over >

Student Loan

☐ 9 Do you have a Student Loan which is not fully repaid?

Yes ☐ If yes, go to question 10

No ☐ If no, go to question 12

☐ 10 Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?

Yes ☐ If yes, go to question 12

No ☐ If no, go to question 11

Student Loan Plans

You will have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

☐ 11 What type of Student Loan do you have?

Plan 1 ☐

Plan 2 ☐

☐ 12 Did you finish your studies before the last 6 April?

Yes ☐

No ☐

For further guidance about repaying Student Loans go to www.gov.uk/new-employee/student-loans

Signature

Name

Date DD MM YYYY

Employer's Details	Employer's Name	
	Direct payment recipient's full name	

Rates of pay	Social Hours	£	per hour
	Additional Non-Term Time Hours	£	per hour
	Overnight Shift	£	per hour
	Bridging Hours	£	per hour
	Voluntary Additional Hours	£	per hour
	Private Hours	£	per hour

*Voluntary Additional Hours – When the employee volunteers to work additional hours to cover their own holiday period

Please return to We Are Beams Payroll Service, Allsworth Court, 40 St. David's Road, Hextable, Kent BR8 7RJ



Beams

Supporting disabled children & families

Re: Data Protection

Beams payroll Service takes your privacy seriously and will only use your personal information to administer your account and to provide the services you have requested from us. We do not share your details with any other charity or company.

From time to time we would like to contact you with details of other new services, fundraising opportunities and events. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you:

By Email ☐ By Post ☐

SIGNED Date/...../.....

PRINT NAME.....

If you do not wish to hear about any of our other services please sign below:

SIGNED.....Date...../...../.....

PRINT NAME.....

Please give reason why;

.....
.....
.....

Yours sincerely

Greg Macqueen
Beams Finance Manager