



CITY HEIGHTS

ACCOUNTING SERVICES

Complete Payroll
Solutions
for
NHS Practices



Whether you have one employee or hundreds, City Heights Accounting Services has a strategy to both simplify and reduce the cost of producing your Practice's payroll.

Who are City Heights Accounting Services?

For many years we have been providing payroll solutions for NHS Practices across the United Kingdom.

Our professional service, built on many years of experience, has made payroll effective and simple for many businesses that range from start-up businesses through to established companies.

We tailor our payroll services to suit the individual needs of our clients.

Why use City Heights Accounting Services?

There are many reasons, but perhaps the key factor is the importance we attach to our personal and proactive approach. We started as a private client firm and, to this day, continue to take pride in our distinctive culture, putting people first, whether inside or outside a company structure.

A professional service allowing you to focus on your Practice

A professional service that provides your organisation with the following benefits:

- Experienced and dedicated support and advice.
- Scheduling each payroll run according to your organisations pay date.
- Multi-frequency processing (weekly, fortnightly or monthly).
- Management Reports.
- Reporting for NHS Pensions Online.
- Departmental Analysis.
- Providing your employees with their end of your P60's.
- Providing leavers with P45's.
- Careful maintenance and security of your employee data records.
- Using our online system we will take care of informing HMRC of any staff joining or leaving your organisation.
- We will take care of all of your payroll related notifications from HMRC, from general queries and updates to amended tax codes.
- We will manage all aspects of Auto Enrolment.
- Following each payroll run we will forward you the output via email / first class post.
- The option of having your employee payslips emailed directly to them.
- Completing your weekly/monthly and annual submissions to HMRC with our online system.

City Heights Accounting Services provide an effective and flexible system for employee payment, follow up and reporting.

4 Easy steps to a complete payroll solution



Getting started with City Heights Accounting Services:

Check out our terms of business, then complete and sign our registration form.

Send the forms back to our business address, or email them to us.

We will contact you for details of your employees and their regular pay.

1



Before each Payday:

We liaise with you for changes to your staff's regular pay, for example; overtime hours, bonuses or commissions.

We calculate your employee's wages and salaries

We send you a pay slip for each employee together with summary and analysis reports for your files.

2



Each Month:

We advise you how much to pay to the Inland Revenue.

We deal with your payroll using our online up-to-date system based on the real time requirements recently introduced by HMRC.

We also provide the reports for NHS Pensions Online.

3



At the end of the year:

We take care of your final submissions for the tax year to the Inland Revenue, issue P60s to your staff and provide you with the necessary reports and information that your business will need to stay in control and on top.

4

Efficient Payroll Solutions for NHS Practices



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