

# WHAT WE DO

## PA PAYMENTS

- Online completion of timesheet & approvals
- Digital payslips direct to your employee
- Calculate sick and maternity pay
- Attachment of earnings
- Student loan repayment

## HMRC OBLIGATIONS

- Support you to register with HMRC
- Act as your payroll agent with HMRC
- Electronic filing
- P45 and P60

## PENSIONS

- Auto enrolment
- Calculate payments to be made

The Virtual Wallet payroll team take care of all payments to your staff, your pension provider and HMRC using your direct payment or personal health budget (as agreed)

## LOCAL AUTHORITY

First PA (per payslip) **£10.00** excl. VAT

Each additional PA **£5.00** excl. VAT  
(per payslip)

## INDIVIDUALS

First PA (per payslip) **£12.00** incl. VAT

Each additional PA **£6.00** incl. VAT  
(per payslip)

## NEED TO CONTACT US?

Telephone: 03300 586711

Email: [virtualwalletpayroll@peopleplaceslives.co.uk](mailto:virtualwalletpayroll@peopleplaceslives.co.uk)

Webchat: [www.myvirtualwallet.co.uk](http://www.myvirtualwallet.co.uk) (Chat live with us)

