

Service Agreement

The standard payroll service provided by MCB comprises:
 (Please tick the boxes to indicate which reports you wish to receive as standard)

Initialisation of payroll from supplied year to date figures (if required)

Receipt of payroll data in agreed format:

Standard timesheet as supplied by MCB	<input type="checkbox"/>
Processing of non-standard timesheet	<input type="checkbox"/>

Processing of supplied payroll data
 Maintenance of employee and payroll data
 Production of end of year figures
 Update of tax codes

Production of reports as required:

Payslips	<input checked="" type="checkbox"/>
Year to Date report	<input type="checkbox"/>
Payroll Report	<input type="checkbox"/>
Timesheet for next period	<input type="checkbox"/>
Pay breakdown Report	<input type="checkbox"/>
Use A4 Continuous Paper for reports*	<input type="checkbox"/>

Production of BACS submission file for authorisation

Postage of reports and payslips to designated recipient

Production of Government Forms:

T14	<input checked="" type="checkbox"/>
T35	<input type="checkbox"/>

Extra services provided to

Please tick the appropriate boxes for the services required.

Faxing of reports to client	<input type="checkbox"/>	Charge
Receipt of data in raw form	<input type="checkbox"/>	£1 per fax
Production of specialised reports	<input type="checkbox"/>	As agreed
Completion and signing of remittance card	<input type="checkbox"/>	As agreed
Processing of Tax and NHI contributions for BACS submission	<input type="checkbox"/>	£15 per payroll
Duplicate set of payslips	<input type="checkbox"/>	£10 per payroll
Duplicate set of reports	<input type="checkbox"/>	£5 per set
Duplicate T14	<input type="checkbox"/>	£5 per set

* If only some reports are required on A4 continuous, please indicate which ones