

Umbrella Services Compliance Pack 2020

Index

Our Service	03
<hr/>	
FCSA Certificate	04
<hr/>	
Company Information	04
<hr/>	
Bank Information	05
<hr/>	
Certificate of Incorporation	06
<hr/>	
PAYE Information	07
<hr/>	
VAT Certificate	08
<hr/>	
Payslip example	09
<hr/>	
Verification of insurance	10
<hr/>	

UK compliant payroll &
back office support.

Ensure your
candidates are
paid correctly and
immediately with SD

Our service.

SD Payroll Services believe in making your company's and your candidates working life easier, faster, and more efficient, which is why we offer a truly personalised payroll solution, providing a first class service led by a team of payroll and accounts specialists.

We can offer your workforce:

- 100% FCSA Compliance Umbrella Solutions
- Daily Payroll
- Zero risk of IR33, EBT or MSC legislation
- Protection from disguised remuneration schemes

When your workforce joins us, we provide them with the support and expert knowledge needed to ensure they are paid both correctly and immediately. Once registered we will take care of it all, from liaising with you the agency to requesting all necessary documentation, allowing them to focus on completing your placements.



This is to certify that

SD Payroll Services

has successfully completed the FCSA Compliance Code assessment process for:

Umbrella Employment Services

I am delighted to confirm SD Payroll Services is a **FULLY ACCREDITED** member of FCSA.

The assessment process has included the completion of the FCSA Code of Compliance, the production of detailed documentation to support the answers provided, on site testing by Ernst & Young LLP to demonstrate reality of business activities and the submission of all review documentation to HMRC.

Based upon the code of conduct review process, FCSA can confirm that SD Payroll Services are providing professional employment organisation services to the required levels of compliance and are operating to the required professional financial and ethical standards.

Next compliance review due: November 2021



Phil Pluck
Chief Executive

Membership Number: 011105

About FCSA

FCSA has worked closely with member organisations and key stakeholders (HMRC, HMT, BIS, REC, APSCo, CBI, PCG and more) to create a dedicated compliance code to encompass the range of businesses that operate in the service provider sector. These include professional employment businesses (sometimes referred to as umbrella companies) and businesses providing support and accountancy services to small limited companies. Adhering to the compliance code (independently reviewed and tested and with the results disclosed to HMRC) demonstrates that members are acting both professionally and ethically within the UK tax, employment and regulatory laws. Coupled with financial stability tests, the FCSA Compliance Code is a model of self-regulation and proof that professional businesses can take the lead in delivering the highest levels of industry standards.

Company Information.

Company registration

Company name: SAME DAY PAY LIMITED (Trading as SD Payroll Services)
Registered address: Treviot House, 186-192 High Road, Ilford, Essex, United Kingdom, IG1 1LR
Company number: 10779821
Date of incorporation: 19 May 2017

Bank Information

Branch: HIGH STREET CHELMSFORD
Acc Number: 63901860
Sort Code: 30-91-85
IBAN: GB55 LOYD 3091 8563 9018 60
BIC: LOYDGB21131



CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY

Company Number **10779821**

The Registrar of Companies for England and Wales, hereby certifies that

SAME DAY PAY LIMITED

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by shares, and the situation of its registered office is in England and Wales

Given at Companies House, Cardiff, on **19th May 2017**



* N10779821M *



Companies House



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES



**HM Revenue
& Customs**



SAME DAY PAY LIMITED

STERLING HOUSE
LANGSTON ROAD
LOUGHTON
IG10 3TS



0447757112/00004
186/000



For more information go to
www.gov.uk/pay-for-employers

New Employer Helpline

0300 200 3211

For our opening hours go to
www.gov.uk/hmrc/contact

Textphone

0300 200 3212

Your HMRC office is

Pay As You Earn and Self-Assessment
HM Revenue & Customs
BX9 1AS

25/01/2018

Keep this letter safe – it includes your employer registration and reference numbers

You have 2 references you need to use when contacting us about Income Tax and National Insurance contributions (NICs). This is the only correspondence you will receive to advise you of these references.

Your Employer PAYE reference is: 120/FB73309

Use this reference if you phone one of our helplines (except the Payment Enquiry Helpline), and on any forms or letters you send to the Employer Office.

Your 13 character accounts office reference is: 120PF01569671

Use this reference when you make PAYE payments or contact the Payment Enquiry Helpline, your accounts office or debt management office.

Managing your payroll and sending information to HMRC

To help you get started, go to www.gov.uk/pay-for-employers where you can find more information about PAYE and sending information to us. You can also contact the New Employer Helpline on 0300 200 3211.

Whether you choose to operate your payroll yourself or use an accountant, bookkeeper or payroll bureau, details need to be sent to us every time an employee is paid on or before the time they are paid. As an employer, you're legally responsible for completing all PAYE tasks - even if you pay someone else to do them. This information needs to be sent using payroll software which allows it to be sent to us as part of the routine payroll process. To find a series of guides written to support employers in running their payroll, go to www.gov.uk/business-tax/payee

As an employer operating PAYE, there are certain tasks you need to complete each month. For more information on running a payroll please see www.gov.uk/running-payroll

Paying your PAYE electronically

Electronic payment methods are the most secure and efficient ways to pay us.

Your cleared payment must reach our bank account no later than the 22nd of the month following the end of the tax month or quarter to which it relates. Make sure you initiate payment early enough for cleared funds to reach us in time.

Please use the details and guidance link shown overleaf to make sure your payment reaches HMRC on time with the correct PAYE reference and, if needed, the tax year and tax month the payment is for.



HM Revenue
& Customs

CERTIFICATE OF REGISTRATION FOR VALUE ADDED TAX

REGISTRATION NUMBER 282 5335 96

EFFECTIVE DATE 1 NOVEMBER 2017

CERTIFICATE ISSUED ON 27 NOVEMBER 2017

RETURNS TO BE MADE IN RESPECT OF
PERIOD ENDING 31 DECEMBER 2017
AND THREE MONTHLY THEREAFTER

SAME DAY PAY LIMITED
UNIT 103A
STERLING HOUSE
LANGSTON ROAD
LOUGHTON
IG10 3TS

250/000001020

NO BANK DETAILS SUPPLIED

LEGAL ENTITY INCORPORATED COMPANY

TRADE CLASSIFICATION 69202 -
BOOKKEEPING ACTIVITIES

This certificate confirms that you are registered for VAT from the date shown above.

The details above include the end date of the next accounting period, the frequency of your VAT returns and the bank details HM Revenue & Customs (HMRC) will use to make any repayments of VAT to your business. These details only apply from the date on which this certificate is issued.

Please ensure that all the details are correct. If the information is incorrect or if it changes in the future then you must tell HMRC.

If you pay your VAT by Direct Debit, we record those bank account details separately. You will need to contact your bank if you have to change these details.

For help and information on VAT, including the deadlines for submitting your returns and paying any VAT due to HMRC, you can visit us online at www.hmrc.gov.uk/VAT

www.sdpayrollservices.co.uk
SD Payroll Services
Trevoit House
186-192 High Road
Ilford, Essex
IG1 1LR
02032255574
info@sdpayrollservices.co.uk

Tax Period 20 Week Ending 26/08/2018

Employee Details	Company Name	Start	End
██████████ ██████████ ██████████ ██████████ ██████████	██████████	20/08/2018	26/08/2018

Employee No	Employee Name	Process Date	National Insurance Number
4693	██████████	29/08/2018	██████████

Company Receipts	Description	Shift Date	Units	Rate	Amount
██████	Day Rate	22/08/2018	6.00	20.00	120.00
██████	Day Rate	22/08/2018	6.00	20.00	120.00

Summary					
Company Receipts					240.00
Company Deductions					10.47
	Employer's NI	10.47			
	Management Fee	0.00			
Employee Payments					229.53
	Basic Pay	204.81			
	Holiday Pay	24.72			
Employee Deductions					53.90
	Tax	45.80			
	National Insurance	8.10			
Net Pay					175.63

This Period	Year To Date
Total Gross Pay 229.53	Gross Pay YTD 9986.70
Gross for Tax 229.53	Gross for Tax YTD 9986.70
Earnings for NI 229.53	Tax Paid YTD 1997.20
Total Deductions 53.90	NI Earnings YTD 9986.70
Tax Code BR	EE's NI YTD 860.53
Payment Method Bacs	

Net Pay 175.63

28 June 2021

VERIFICATION OF INSURANCE

To Whom It May Concern

RE: Same Day Pay Limited T/as SD Payroll Services

We the undersigned Brokers, hereby certify that the following described insurance is in force at this date:

Professional Indemnity

Insurers	Certain Underwriters at Lloyd's
Policy Number	B105321REC230678
Renewal Date	07/06/2022
Limit of Indemnity	£5,000,000

Public Liability

Insurers	Certain Underwriters at Lloyd's
Policy Number	B105321REC230678
Renewal Date	07/06/2022
Limit of Indemnity	£10,000,000

Employers Liability

Insurers	Certain Underwriters at Lloyd's
Policy Number	B105321REC230678
Renewal Date	07/06/2022
Limit of Indemnity	£10,000,000

This document is furnished to you as a matter of information only.

The issuance of this document does not make the person or organisation to whom it is issued an additional Insured, nor does it modify in any manner the contract of insurance between the insured and the underwriter. Any amendment change or extension to such contract can only be effected by specific endorsement attached there to.

Should the above mentioned contract of insurance be cancelled, voided, assigned or changed during the above policy period in such manner as to affect this document, no obligation to inform the Holder of this document is accepted by the undersigned or by the Underwriters.

Yours faithfully



Oliver Leyens
Director
Heath Crawford Ltd

It's time for an **expert.**

SD Payroll Services
www.sdpayrollservices.co.uk
020 3225 5574
info@sdpayrollservices.co.uk