

# Penderels Payroll Services

Mr Clive Rudge  
 12 Hollymain Road  
 Handsworth  
 Birmingham  
 B92 4PR

Service user's name

Service user's address

Employee's name

Clive Rudge	Comp. No. 1234	Joanne Smith	Pay Date: 17/04/06
Description: FLAT RATE BACK 1 PERIOD BACK 2 PERIOD BACK 3 PERIOD Tax Employee NI	Rate: 7.0000	Units: 14.29	Payments: 100.03 100.00 100.00 100.00
	Deductions: 35.39 1.98		Details: Employee 1001 Dept. 1234 Tra Loc Cat Py Mtd NI No. YB3860474AA Tax Cd 503L Tax Pd Salary
	Year to Date: Gross 400.03 Taxable 400.03 Tax 35.39 Ee NI 1.98 Er NI 2.31 Ee Pen Er Pen 0.00		
PAYE Ref:	Total Payments		400.03
	Total Deductions		37.37
<b>TOTAL PAY</b>			362.66

Employee's number

This is the department number Penderels Trust allocate to the service user

How you are paid, i.e. cheque/cash/bank

PA's national insurance number and tax code

Week/month no. of this financial year (from 6th April)

How much you have earned in this financial year and the amount your tax deductions are based on

How much tax and employee's national insurance has been deducted from your salary this pay period

How much employer's national insurance the service user will pay for this pay period

Example message

Example Message: e.g.  
 Please remember to pay your income tax bill by 19th January 2006.

Your are not employed by Penderels Trust. Penderels Payroll Bureau processes wages for the above named employer. Please keep this record of payment safe as copies will be charged for. You may need proof of wages for reasons such as applying for a mortgage or claiming tax credits.