

For more information on CIL
Payroll Service contact:

**Centre for Independent
Living - Belfast
61 Duncairn Gardens
Belfast
BT15 2GB**

Tel: 028 9087 5001
Fax: 028 9087 5002
Text: 028 9087 5003
Email cilbelfast@nicva.org
Website: www.cilbelfast.org



PAYROLL SERVICE



Centre For Independent Living – Belfast
receives funding from Eastern Health &
Social Services Board

**Making every payday simple...
Giving you peace of mind ...**

Charity No: - XR 62285

What is the Payroll Service?

If you are considering employing your own staff using Direct Payments or Independent Living Fund but don't want to deal with all the paperwork, then CIL Payroll Service can help.

If you register to use the Payroll service we will calculate the wages and taxes for your staff and prepare records for the Inland Revenue.

The cost of the payroll service can be included in your Direct Payment or ILF award.



Payroll Service - How does it work?

- You tell us how many hours your employees have worked
- We will work out the wages for each of your employees including tax and national insurance
- We will send you a payslip for each employee
- All you need to do is to give each employee a cheque for the calculated amount
- We will tell you how much you need to pay the Inland Revenue every quarter
- We will prepare the end of year returns for the Inland Revenue