

## Topics

1. Changes to NMW
2. Client Requests
3. Looking Forward
4. Farewell to Leanne

## CHANGES TO THE NMW

Please remember the National Minimum Wage changes on 1<sup>st</sup> October 2011 to the following rates:

21+	£6.08	16-17 yrs	£3.68
18-20 yrs	£4.98	Apprentice Rate	£2.60

You will need to make the necessary changes on the payroll information you send to us. Please bear in mind you do not need to split the pay period between the old rate and the new you can start the new rates from the first full pay period after that date.

## CLIENT REQUESTS

Following previous editions of our Newsletter we are please to say we have had a lot of feedback. The 2 main items you have requested are:

1. When no payment of PAYE is due and you need to record this with the Revenue you can do this on line. Simply go to the following link and choose whether you are recording a month or a quarter, then choose the relevant dates. Enter your Accounts Office Reference number and click submit.  
<http://www.hmrc.gov.uk/payinghmrc/pay-nil.htm>
2. If you have an employee who is nearing retirement age but due to the continuous changes you are not sure exactly when this will be, you can go to the following link and enter the employee's details and it will calculate the exact retirement age for you.  
<http://pensions-service.direct.gov.uk/en/state-pension-age-calculator/home.asp>

If you have any other requests please let us know and we will include them in a future issue.

## LOOKING FORWARD

It is hard to believe we are starting to look forward to Christmas again already. As in previous years we will be forwarding our letter stating our closure dates over the festive period and most importantly the plans we need to put in place to ensure all payrolls are processed to our client's deadlines and the relevant BACS deadlines. Please keep an eye out for our letter and contact us if you have any problems fitting in with the plans we put in place.

## FAREWELL TO LEANNE

Many of our clients may have met Leanne at various exhibitions and network meetings. Unfortunately Leanne will be leaving us for pastures new next week. She will be pursuing a career in Nursing. I am sure you will join us in wishing her all the best for the future.



*If there are any topics you would like us to cover in our newsletter please drop us a line.*

**Enquiries:** If there are any areas you would like to discuss further or have any queries, you can contact Rico Liverani, Managing Director or Sherree Patterson, Office Manager on 0191 5147009 we look forward to hearing from you, DCS Payroll.