



# HS ADMIN

THROUGH PREPARATION COMES STRENGTH

## Pensioner payroll services

As your members reach retirement, you have a responsibility to make sure their pensions are paid correctly and on time. An efficient pensioner payroll system is just one of the many elements that can help keep your scheme running smoothly.

Because pensioner payroll is such a complex area, your organisation probably invests a considerable amount of time and resource just to stay ahead of the basic requirements, like calculating tax deductions and issuing pensioner payslips – not to mention answering any resulting queries.

### How we can help

At HSAdmin, we've developed our systems and processes over many years helping clients with their pensioner payroll. Our service is completely flexible and can be individually designed around the specific needs of your scheme. What you don't need, you won't pay for:

We can help with every aspect of pensioner payroll, including:

- robust controls to make sure your gross to net calculations are accurate
- the preparation, printing and distribution of your pensioner payslips and yearly P60 forms
- electronic handling of all P14 and P35 submissions to HM Revenue & Customs (HMRC) in accordance with their quality standard measures
- automatic pension calculations which will incorporate any new tax changes
- direct PAYE payments to HMRC
- existence verification checks which can help limit your scheme's exposure to fraud
- a pensioner helpdesk facility to help answer any payment and tax queries

If we already look after your scheme administration, all our management systems are completely integrated. This means the switch from member to pensioner is completely automated and there's no room for manual error. You don't have to worry about setting up the pension – our system will do it for you.

### Benefits to you

As there's no need to maintain your own pensioner payroll systems and controls, our service can help save you time and money. We'll look after the details and you can relax in the knowledge that your pensioner payroll is being handled by experienced professionals.

### Why use us?

Our team have both the specialist knowledge and experience needed to efficiently manage your pensioner payroll. We've been in the business over 28 years and we've never missed a pensioner payment.

If you're looking for a reliable service from a provider with a proven track-record in the industry, why not let us lighten the load?

If you'd like to find out more about any of our services, call 0151 448 5400 or email [enquiries@hsadmin.com](mailto:enquiries@hsadmin.com).

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