

QXAS AUTO ENROLMENT PROCESS & RATES



Stage 1: Initial review

- › Find the staging date for each of your clients (if you've already completed this task, please send us your clients' details)
- › Postponement: if any of your clients decide to postpone, QXAS can help you prepare letters informing their employees before the required date
- › QXAS cannot advise which pension provider to use as we are not a financial advisor. Your clients will need to identify a suitable pension provider

Stage 2: Registration

- › We will help you to register each of your clients to their chosen pension scheme provider
- › We will send you a checklist form for each Employer of their Employees for review before creating the database to send to the pension company
- › We will send you letters to communicate with your client's staff about the auto enrolment scheme
- › Once we have your confirmation, we will set up each company with their chosen pension provider along with employee details
- › We will set up these pensions in our payroll software

Stage 3: Compliance

- › QXAS will help you to define the eligibility of each client's employees for pension auto enrolment and will send you a report and the required letters for confirmation to inform their employees and to advise of the employee contribution
- › We will run the payroll which incorporates the auto enrolment pension and provide you with the necessary pension report on weekly/monthly basis for you to issue to your client
- › We will submit pension data to the pension provider as per set frequency

All communication will be provided to you so that it appears you are providing the service to your client. Just like payroll outsourcing, our auto-enrolment service is much more cost-effective than employing a payroll administrator to manage all the tax, NI and other payroll related duties.

Auto Enrollment Fees:	
Initial review stage	£25 per client
Registration stage	£35 per client up to maximum of 10 employees
Compliance	£0.75 per pay run per employee

Benefits of outsourcing auto-enrolment

- › Removes the administrative burden of having to process all of the extra pension communications that need to be sent out, by law, to the right employees at the right times in their auto enrolment journey
- › Allows the practice to service clients that were previously unattractive because of issues of the nuisance payroll brings
- › Offers an opportunity to gain new clients
- › Greatly reduces the risks for the practice and the clients
- › Provides a stable passive revenue stream with little or no additional investment
- › Frees staff and resources for more lucrative work
- › Provides increased peace of mind
- › Full compliance with all statutory and regulatory requirements guaranteed

About QXAS

QXAS is a professional and reliable outsourcing service dedicated to UK accountants. We are part of the QX group of companies with over 850 employees based in our delivery centre in India and our UK head office.

We provide a UK standard package of services for accountants which include accounts production, bookkeeping and VAT, payroll processing and personal tax returns. As an ICAEW and ACCA member firm and with recent Xero accreditation, we are confident we have a service which will be of interest to you.

Have questions? Get in touch with our payroll experts:

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Visit www.qxas.co.uk/payroll-outsourcing-for-accountants to learn more about payroll outsourcing services.

