

DECEMBER 2019

# PAYROLL BULLETIN

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# Christmas Opening Hours

Baxter & Co offices will be closed from 12pm on 23rd December and will re-open on Friday 27th December.

## Christmas Pay Dates

If you haven't already done so, please can you let us know the date on which you wish to pay your employees in December by 30 November 2019.

## Teachers' Pension Reference Numbers

Due to the recent changes on the Teachers' Pension portal, we can no longer search for members by date of birth and DFE numbers alone. The National Insurance number or the DFE must also be stated to allow us to access the member's records. In addition to this, the National Insurance number on the TP portal must agree to the information we hold as a mismatch also means we are unable to view that member's records and can prevent their service lines being updated. It is therefore very important that new starters provide us with the correct information and that they check their National Insurance number is correct on the TP portal.

## LGPS Starter, Leaver & Amendments Forms

We can complete and submit your LGPS starter, leaver & amendments forms and if you are interested in this service, please contact your normal Baxter Payroll Administrator who will be able to assist you.

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# YEAR END P60

We are preparing for the next tax year end and need to order forms P60 that will need to be issued to your employees. As mentioned last year, we now have the facility to provide security P60s which look very similar to our security payslips.

We do not charge for this, however, our software provider will charge approximately £28.00 per 100. (The actual cost will be dependent on the number of P60s we order and last year we charged our clients 10p per P60). If you would like us to send security P60s for your school, please let us know by 30th November 2019. We will then place the order for you and you will see the charge for this stationery in your end of year invoice.

Alternatively, we can send e-P60s to employees who receive e-payslips. The process is similar to e-payslips and instead of a paper copy, the employee will receive a .pdf version to their designated email address. For security purposes, a password is required to open the e-P60. If any employees wish to 'opt out', we can accommodate a combination of e-P60s and paper copies as required. If, at any time, an employee requires paper copies for loan or mortgage applications, we can readily provide these. There is no charge for this service.



# Service Feedback

We are committed to ongoing customer care/quality and continually seek to improve the payroll service that we offer our clients. To assist us to best serve your school, could you please complete the feedback questionnaire that can be found by clicking the link below.

We will then review and action every comment wherever it is possible.

**COMPLETE THE  
QUESTIONNAIRE NOW!**



# Useful Contacts

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HMRC employee helpline: 0300 200 3300

HMRC employer helpline: 0300 200 3200

Teachers' Pension employee helpline: 0345 606 6166

Teachers' Pension employer helpline: 0345 300 3756

<https://www.teacherspensions.co.uk/>

[www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

<http://www.acas.org.uk/>