



25

nannytax

25 years of supporting families and nannies

“Friendly, patient and supremely efficient. I’d recommend them to anyone with a nanny to pay.”

Carrie Longton
Co-founder of Mumsnet

The UK’s original and leading nanny payroll specialist



We've been helping employers and their nannies for 25 years

Our Service — an overview

- We will manage all your HMRC responsibilities and more
- Bespoke Contract of Employment included
- Unlimited HR advice
- Manage your account from our Members Area

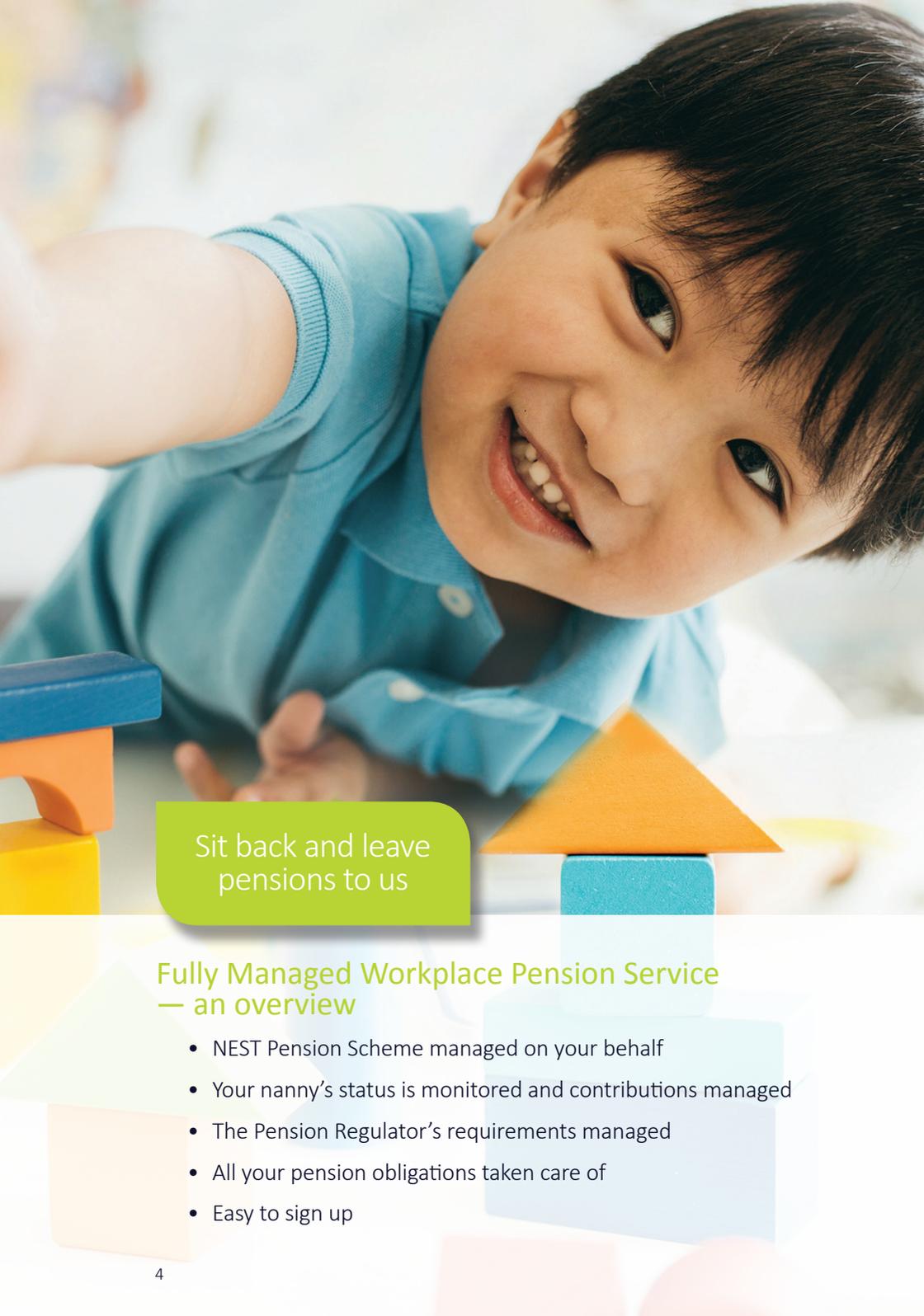
“As a solicitor it is important I am doing it properly — using Nannytax gives me peace of mind.”

We will

- Register you with HMRC and operate a PAYE Scheme on your behalf
- Calculate Tax and National Insurance plus any other deductions and provide payslips for your nanny
- Calculate what you need to pay to HMRC every quarter
- Report to HMRC every time you pay your nanny, under Real Time Information (RTI) obligations
- Process P60s, P45s, P11Ds and other tax related documents
- Administer Statutory Maternity/Sick Pay and Benefits in Kind as and when required

You will also have

- Unlimited support and advice on a range of payroll issues
- Payslips for your nanny that are easy to understand, whether you pay weekly/monthly, or in gross or net
- A bespoke Contract of Employment and access to Nannytax HR for ongoing employment law support (page 8 for more details)
- A Members Area where you can manage your nanny’s details, set-up Employee Login and much more (page 12 for more details)



Sit back and leave
pensions to us

Fully Managed Workplace Pension Service — an overview

- NEST Pension Scheme managed on your behalf
- Your nanny's status is monitored and contributions managed
- The Pension Regulator's requirements managed
- All your pension obligations taken care of
- Easy to sign up

“Nannytax does everything I need to ensure I comply with legal obligations and ensure my nanny receives her correct entitlements.”

We will

- Set-up a NEST Pension Scheme on your behalf
- Manage the administration of the scheme and any pension contributions for as long as you use the service
- Send all regulatory letters to your nanny as required by law
- Categorise your nanny
- Continue to assess your nanny every pay period if they did not qualify on first assessment
- Calculate pension contributions that should be deducted from your nanny’s salary
- Process opt-ins and opt-outs
- Complete and submit The Pension Regulator’s Declaration of Compliance and submit a re-declaration every 3 years as required on your behalf
- Process any leavers or new employees
- Keep pension records for 7 years as required by law
- Re-enrol any nanny who has opted-out, every 3 years from the date your auto enrolment duties began



We have all you need
in one place to make
employing a nanny
hassle free

Additional Services — an overview

- With Nannytax Payroll Plus, we pay your nanny and HMRC
- Essential Employers Liability Insurance
- Public Liability Insurance for your nanny
- Insurance can be available from the same working day

“Nannytax has provided what I need, when I need it.”

Nannytax Payroll Plus

- A premium payroll service from Nannytax for employers paying their nannies on a fixed monthly salary
- We will pay your nanny and your HMRC liabilities on your behalf for a low monthly fee
- Even less administration for you
- You don't have to worry about missing pay day or those HMRC deadlines

Employers Liability Insurance from Enable Insurance Services

- A policy specifically designed for nanny employers
- Fulfils the legal requirement for employers, with an indemnity of £10m
- Covers up to 5 childcare providing employees
- Purchase securely at www.enableinsurance.co.uk or by calling **020 3137 4570**, or at the same time as subscribing to Nannytax

Public Liability Insurance for Nannies from Nannyinsure

- A policy providing peace of mind for you and your nanny
- Fulfils a mandatory requirement for Ofsted registration
- An indemnity of £5m with £50k personal accident cover
- Your nanny can purchase securely at www.nannyinsure.co.uk or by calling **020 3137 4410**



A valuable resource
provided as a
standard part of
our service

Our HR Support Service — an overview

- Bespoke Contract of Employment that is easy to arrange
- Nanny Employment Handbook
- Unlimited advice from HR experts
- HR Portal in our Members Area
- Documents to support you in our HR Portal

“Nannytax is a godsend.”

A bespoke Contract of Employment, for you and your nanny

- It's easy to arrange by completing a Contract Request Form after you subscribe
- From the information you provide, Nannytax HR will prepare a bespoke contract tailored to your situation
- Our contract is easy to understand, perfect for a domestic employment setting

Nanny Employment Handbook

- A companion document to our Contract of Employment
- Contains all the standard polices and procedures of employment law, designed as a reference should you, or your nanny, need it
- Available in the Members Area

Ongoing support

- Nannytax HR are a team of experienced HR advisors, ready to help
- Unlimited support by email and telephone
- Expert guidance is available with a range of employment situations such as redundancy, disciplinary, maternity, disputes etc
- Our HR Portal in the Members Area contains a range of various documents and facilities for you to use



Nannyshares are
our speciality

Nannyshares — an overview

- We'll hand hold you and your nanny through the entire process
- Support you through any HR complexities
- Provide a Nannyshare agreement for you and the family you share with

“With Nannytax it has been completely straightforward.”

The infamous ‘Tax Code Split’

When a nanny has more than one employer, it affects their Tax Allowance. This can mean that the second employer can end up paying a much larger portion of the nanny’s tax if the Tax Free Allowance is already being used up by another employment.

Many employers in a share situation prefer to keep things fair, so upon request and with the nanny’s permission, we are very happy to help the nanny arrange for their Tax Code (and therefore the Tax Free Allowance) to be split proportionally between all their employers.

Gross or Net?

In the nanny industry discussing salaries in net terms is commonplace. However, we encourage our clients to discuss salaries in gross where possible, to protect your total cost from any unexpected circumstances regarding your nanny’s tax status. For example, any unpaid tax from a previous employment that comes to light will have to be deducted from the salary by the current employer. If you’ve agreed in net you will be paying for this from your own pocket!

Dynamic Tax Coding — a note

HMRC have recently implemented a new rule which is a continuation of Real Time Information. The intention is to improve taxation accuracy. This means calculating a net salary to gross will likely be inaccurate before HMRC has confirmed the nanny’s Tax Code. Nannytax will organise this as part of our service, but it should be considered when agreeing a net salary for a Contract of Employment.



It's all there at the touch of a button

Our Members Area — an overview

- Access to payslips for you and your nanny
- Check liability statements and how much to pay HMRC
- Make contract requests via the HR Portal and view the Nanny Employment Handbook
- Contact the payroll and HR team
- Mobile and tablet friendly

“Really practical advice and prompts about payments.”

In the Members Area:

- Take the Employment Health Check to ensure you are doing everything you need to
- Download payslips and P60s
- Request P45s and P60s
- Contact us outside of office hours
- Access the HR Portal, Nannytax HR, the Nannytax Contract of Employment and the Nanny Employment Handbook
- Give your nanny payslip access via the Nanny Members Area

The Nanny Members Area saves time

The Nanny Members Area will allow your nanny access to view and download their own payslips and P60s. Setting up access for your nanny takes just a few minutes and over time should save you hours!

You decide the level of access

Access to payslips may mean that your nanny sees payslips before you do. But you have complete control over when your nanny can see and download documents — you can choose whether to release payslips as soon as they're available or check over them first.

All the payslips your nanny has access to will also stay filed on the Nanny Members Area for 12 months from the date of issue. If past payslips are required for a mortgage or loan application your nanny can access them without bothering you, so you don't need to spend any time chasing old documents.



Subscribe from
£276 per year
Visit us at
www.nannytax.co.uk

Subscribing — an overview

- Subscribe online, anytime via our website and mobile friendly form in just a few minutes
- Subscribe by telephone with one of our friendly advisors who will talk you through anything you're unsure of
- A friendly welcome email is sent the same day, with set-up information and handy checklist

“Nannytax do a great job and I would be lost without you.”

Subscribe online

Visit www.nannytax.co.uk

The quickest and easiest way to subscribe is by completing our form at www.nannytax.co.uk and making a credit/debit card payment through our secure online payment system. It takes just a few minutes to get the ball rolling.

By telephone

Call **020 3137 4401** to speak to our subscriptions team.

Our experienced subscription advisors will be very happy to discuss any queries you may have. They can take your subscription over the phone and explain the process in more detail.

By post

Please telephone or email our subscriptions team to request a paper form to be sent to you:

t: **020 3137 4401**

e: subscriptions@nannytax.co.uk

Unfortunately, we are not able to offer any of our additional services via postal subscriptions — if you'd like to take advantage of any of these please give us a call or visit us online.

Please note that subscriptions by post will take longer to set up and we cannot be held responsible for any forms or paperwork getting lost in the post.



nannytax[®]

payroll experts who care

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Testimonials come from client feedback taken from the Annual Nannytax Wages Survey.

www.nannytax.co.uk

Disclaimer: Any assurances given in this brochure regarding our services are based on the assumption that we have received all the relevant details and records necessary to process, meet and perform your payroll or any other requirements under statutory legislation.