

KEEPING CLIENTS INFORMED

OUTSOURCING YOUR PAYROLL



Outsourcing your payroll enables the streamlining of your business through re-structuring processes so that the business runs more efficiently. Management and processing of a payroll is complex and time consuming. Tax and labour laws are constantly changing and the penalty for non-compliance is significant. This is a real concern for organisations today. Are you confident that you have the expertise to handle your organisation's payroll accurately and efficiently?

MOORE STEPHENS STANDARD PAYROLL SERVICES

- Processing of salaries and wages including preparation of secure payslips.
- Payment of salaries/wages directly into employees' bank accounts by compiling a bank transaction file.
- Reconciliation of all company and other deductions.
- Compiling of all and customised salary - related reports.
- Administration of leave.
- Processing of overtime, loans, bonus schedules, advances, travel claims, retrenchments and director fees.

MOORE STEPHENS SPECIALISED & PERSONALISED PAYROLL SERVICES

- Structuring of salaries in the best interests of the employer and employees.
- Completion and submission of statutory returns and payments e.g. SARS, SDL and UIF to the Receiver of Revenue.
- Submission of statutory UIF data to the Department of Labour.
- Annual preparation of IRP5 and IT3 certificates.
- Bi-annual preparation of EMP501 reconciliation.
- Completion of the annual WCA return, using current payroll data.

BENEFITS OF OUTSOURCING

- Access to our specialist knowledge of current Tax legislation.
- Guaranteed confidentiality of information.
- Effective SARS administration and liaison.
- Compliance of all statutory requirements.
- Allowing your company to focus on core company objectives.

The logical conclusion is to outsource your payroll function to the highly professional team at Moore Stephens. Our dedicated team provides a pool of expertise from which you can consult when you need it. This will leave you and your staff free to concentrate on servicing your clients and all your stakeholders.

It makes perfect business sense.

MOORE STEPHENS NATIONAL ADVISORY

Tel: +27 12 348 7053
 Fax: +27 12 348 7090
 nevsn.hendricks@adv.moorestephens.co.za

HUMANSDORP

Tel: +27 42 298 1107
 Fax: +27 42 291 0031
 wk@hd.moorestephens.co.za

PRETORIA

Tel: +27 12 348 7003
 Fax: +27 12 348 7090
 info@pia.moorestephens.co.za

JEFFREYS BAY

Tel: +27 42 293 4010
 Fax: +27 42 293 4522
 msfb@jd.moorestephens.co.za

STELLENBOSCH

Tel: +27 21 890 1718
 Fax: +27 21 890 1425
 info@sib.moorestephens.co.za

BENONI

Tel: +27 11 421 8374
 Fax: +27 11 421 5777
 info@fns.moorestephens.co.za

DURBAN

Tel: +27 31 332 9622
 Fax: +27 31 332 9629
 cjl@dbn.moorestephens.co.za

PIETERMARITZBURG

Tel: +27 33 347 0220
 Fax: +27 33 347 0159
 info@pmb.moorestephens.co.za

CAPE TOWN

Tel: +27 21 525 9600
 Fax: +27 21 525 9601
 postmaster@moorestephens.co.za

EAST LONDON

Tel: +27 43 726 3344
 Fax: +27 43 729 3709
 info@el.moorestephens.co.za

PORT ELIZABETH

Tel: +27 41 365 3521
 Fax: +27 41 365 3551
 wk@pe.moorestephens.co.za

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