

Market leading Contractor Payroll Services

Zonet
The Payroll People

We've spent 15 years perfecting what we do, employing, paying and looking after contractors. We offer a range of accredited, compliant and award-winning payroll solutions accompanied by a variety of insurances, typical to the industry.

WHAT WE DO

- ✔ Limited Company Accounting
- ✔ Limited Company Bookkeeping
- ✔ PAYE Umbrella - Payroll
- ✔ PAYE - Outsourced Payroll
- ✔ Pay Advances
- ✔ Contractor Insurances

COMPLIANCE

- ✔ RTI Filing
- ✔ IR35 Checks
- ✔ Payslips / P45's
- ✔ Tax Statements
- ✔ Contracts
- ✔ Expenses



SCAN ME



Call us to find out more
0207 1998628

 www.zonet.co.uk

 Suite A, 7-8 Delta Bank Road, Gateshead, Tyne And Wear, United Kingdom, NE11 9DJ

Limited Company

£28.50pw

- Company formation
- Company accounts
- PAYE
- Expenses
- Statements
- Company bank account
- Access to Pay Advance

PAYE Umbrella

£17.50pw

Discounted for less than 3 days

- PAYE Setup
- Week/month payslips
- Expenses
- Pension Setup
- Holiday Pay
- Access to Paystack

Outsourced PAYE

£3.99pw

- PAYE Setup
- Week/month payslips
- Pension Setup
- Holiday Pay
- Access to Paystack
- Access to tracking app

LTD VS UMBRELLA

A Limited company is the most tax-efficient structure through which to conduct your business. Although it's the most tax-efficient vehicle through which to be paid, a Limited company does come with a higher administrative burden than an Umbrella company. The tax benefits of a Limited company disappear if you fall within legislation called the Intermediaries Legislation – commonly known as IR35.

Being paid through an Umbrella company is the lowest admin option and removes the IR35 legislation completely, we will invoice your client for your work on an agreed timescale and process your payment through our PAYE system. Umbrella companies are also suitable if you're working on a short-term contract, or unsure if you'll continue contracting long-term.

If you work through us, you don't need to choose! If you set up a Limited company through us, we'll allow you to switch between the company and Umbrella employment at will, without any additional fees and with all administration taken care of.

Refer-a-Friend and get £100

Referrer name:

Referee name:

Referee contact no:

Date of referral: DD MM YEAR



Once your friend completes 30 shifts, you get £100 sent straight to your account

CLIENT REGISTRATION FORM

(LIMITED COMPANY - Part1)

PERSONAL INFORMATION

Title

Forename

Middle Name

Surname

First Line of Address

Second Line of Address

City

Post Code

Industry Sector you will be working in

Nationality

Date of Birth

Day

Month

Year

National Insurance Number

Current Tax Code

Contact Number

email

CONTRACT INFORMATION

DO YOU, OR WILL YOU WORK WITH RECRUITMENT AND OR EMPLOYMENT AGENCIES?

Yes

No

If 'Yes' please complete the details below

Agency Name

Contact Name

Contact Number

email

Do you require driver's negligence cover

Yes

No

Do you require life cover

Yes

No

COMPANY REGISTRATION

Please check online to see if your desired company name is available -

<https://find-and-update.company-information.service.gov.uk/company-name-availability>

Desired Company Name #1

Desired Company Name #2

Desired Company Name #3



CLIENT REGISTRATION FORM

(LIMITED COMPANY - Part2)

HAVE YOU PREVIOUSLY BEEN A DIRECTOR OR SHAREHOLDER OF A COMPANY BEFORE? Yes No

If 'Yes', please provide company name

AUTHENTICATION

Please provide the following information so that we can register your company:

Your eye colour Your mothers maiden name Your town of birth

BANK DETAILS

Is this bank account a business or personal account? Business Personal

Name of bank Sort Code Account No

DATA PROTECTION

Our data protection policy can be found at: <https://www.zonet.co.uk/privacy-policy>

Nominated person Relationship with nominated person

Secret Word

SUPPORT DOCUMENTATION CHECKLIST

Please ensure the following documents, 'where applicable' are sent with this form.

Letter of Engagement Form 64-8 Authorising your agent SA1Form

P45 P46 when no P45 supplied Statement of facts

I have attached copies of my proof of identification (Passport or Driving Licence)
Yes

CLIENT DECLARATION

I certify that the information I have written on the client registration form and the documents I have submitted to be true and accurate.

Your Signature Day Month Year

Print Name

This document outlines the nature of your engagement with Zonet Accounting Ltd. By signing and dating where indicated, you are agreeing to the terms of business outlined prior to your engagement.

The statements were explained to you by on

If you are unsure as to anything within this document, please contact us prior to signing.

1. I have requested that a company be set up and that I will be the sole director and shareholder.
2. I have instructed Zonet Accounting Ltd to deduct a proportion of my sales in lieu of making payments on my behalf to either HMRC or Companies House.
3. I require all my sales income to be sent directly to my nominated bank account and understand that I am solely responsible for making the applicable payments. I have instructed Zonet Accounting Ltd to provide me with these figures prior to any returns being filed.
4. I understand that Employers and Employees National Insurance will be deducted by Zonet Accounting Ltd and held in a client Nominee account, prior to payments made to HMRC when liabilities become due.
5. I understand that I can reclaim business expenses, that are wholly and exclusively incurred in the running of my business.
6. I understand that Zonet Accounting Ltd will perform all tax and national insurance computations on my behalf and make HMRC payments from my Nominee Client Account when liabilities become due.
7. I agree that by signing the form 64-8, Zonet Accounting Ltd will be acting as my agent and thereby able to correspond with HMRC with regards to my tax matters.
8. I have been advised in writing and confirm my acceptance to the charges which will be applied by Zonet Accounting Ltd for the provision of their accountancy services.
9. I have requested that Zonet Accounting Ltd undertake back-office support for my company including invoicing, bookkeeping, credit control and taxation.
10. I agree that if I do not contact Zonet Accounting Ltd within 6 weeks of my last invoice, I can be disengaged.
11. I agree that if I wish my company to remain open during periods of non-trading, then a dormancy charge of £150 + VAT is attributable to the company. This will cover ongoing reporting to HMRC by Zonet on my behalf.
12. I understand I am now a director and sole shareholder of my limited company. I am now required to fill in a self-assessment form, the information has to be with Zonet Accounting Ltd by 31st Oct, for filing 31st Jan. Failure to provide the correct information may incur potential fines from HMRC that Zonet Accounting Ltd will not be liable for.
13. I agree I will provide my authority for my year end accounts to be filed. Without this authority, Zonet Accounting Ltd will not be liable for any fines from HMRC or Companies House.
14. It has been explained to me that, in the interest of best working practices and compliance, I should obtain a business bank account separate from my existing personal bank account and I agree to provide Zonet Accounting Ltd with full details of this as soon as it is available.
15. I am happy for mine and my company's details to be forwarded on to approved suppliers and third parties.
16. I agree that Zonet Accounting Ltd can provide all additional accountancy services at £80.00 per hour plus VAT, chargeable in 6-minute increments should they be required.

Your Signature

Day Month Year

? How will I be paid?

You will be paid on the normal date and frequency that has been agreed with your agency or client. Monies are paid into your nominated bank account.

? Can I claim expenses?

You can claim business expenses that have been incurred wholly and exclusively in conjunction with the running of your business.

? Why choose Limited Company?

In short, Limited company is the most tax efficient vehicle, meaning you pay less tax and take home more money.

? What is IR35?

IR35 rules ensure that off-payroll and on-payroll workers are taxed fairly. This means that if a contractor is working under exactly the same conditions as an employee (effectively a disguised employee?), IR35 regulations ensure that the contractor pays the same tax and national insurance as an employee would.

? What if I want to stop.

Communication is all we require. It is imperative that you let us know should your circumstance's change.

? Do I need Insurance

A member of our team will go through your contract requirements with you.

? How is my money calculated?

The money sent to your account is made up of your gross invoice value, less tax and national insurance and our fee. Don't forget, our fee is tax deductible.

? Do I need to keep receipts?

It is good practice to keep all your receipts that relate to business expenses. These can be uploaded at www.zonet.com or posted.

? Is limited company the only option?

There are a number of options to explore when contracting, typically they include Ltd Company, Sole Trader and PAYE Umbrella.

? What are Zonet's charges?

Limited company contractors are charged a set weekly transaction fee of £28.50 per week. For monthly paid contractors, this is reduced to £99 per month. We also offer reduced fees for workers who work less than 3 days per week of £17.10.

? I have received a tax letter?

In the event that you receive a letter or email from HMRC, simply forward it to Zonet and we will clarify what is required.

? Do I get Holiday Pay?

In short, no, you are no longer a direct employee. Your significantly inflated income should be used to manage money in periods of absence

EXPENSE FORM

Name

Company Name

SHIFT ALLOWANCE CLAIMS

5 hour shift allowance £5	<input type="text" value="£"/>
Above 5 hours shift allowance - £10	<input type="text" value="£"/>
15 hour shift allowance - £25	<input type="text" value="£"/>
Personal Incidental expenses £10 per night shift	<input type="text" value="£"/>
Washing of work wear Max £10 per week	<input type="text" value="£"/>
Home Office - £6 per week	<input type="text" value="£"/>
Overnight @ £25 per night not to be claimed with shift allowance	<input type="text" value="£"/>

RECEIPTED CLAIMS

Accommodation	<input type="text" value="£"/>
Equipment	<input type="text" value="£"/>
Stationery & Postage	<input type="text" value="£"/>
Training	<input type="text" value="£"/>
Car Hire / Equipment Hire	<input type="text" value="£"/>
Purchase of work wear	<input type="text" value="£"/>
Books & Journals	<input type="text" value="£"/>
Parking	<input type="text" value="£"/>
Other	<input type="text" value="£"/>

MILEAGE LOG

Post codes must be used

Date	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>	Miles	<input type="text"/>
Date	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>	Miles	<input type="text"/>
Date	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>	Miles	<input type="text"/>
Date	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>	Miles	<input type="text"/>
Date	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>	Miles	<input type="text"/>
Date	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>	Miles	<input type="text"/>
Date	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>	Miles	<input type="text"/>

DECLARATION

All submitted expenses have been incurred wholly, exclusively and necessary in conjunction with performing my duties. I understand that valid receipts must be obtained and retained to support my expense claims. I understand that my receipts may be required for proof of claim.

Your Signature

Total Miles

Mileage Rate (.25/.45ppm)

Total Cost

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



Control, supervision and direction.

I can confirm that when on my work placements, I am under no controlled supervision or direction. If this were to change, I am aware that I can no longer claim expenses through my Limited Company.

If this form is not signed and returned to my Accountants, I accept and acknowledge this statement to be true and accurate.

Your Signature

Day

Month

Year

Print Name

Business Name

Position in Business

