



**nannytax**<sup>®</sup>  
payroll experts who care

*“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



## Welcome to Nannytax

Nanny employers are subject to the same legal obligations as any other employer in the UK. It can be daunting if doing it for the first time — and is in any case a considerable administrative hassle. As well as working out your nanny's salary you will need to provide an Employment Contract, make sure you have the right insurance and check your nanny has the right to work in the UK. That's before even getting to the complex world of payroll and the UK tax system! At Nannytax, we're here to help take those stresses away so you can focus on the precious things in life.

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

## We're here to help

We're industry experts who know nanny employment inside out. We champion nanny employers in our work with HMRC and are always looking for new ways to help. To make employing as easy as possible, we'll support you right from the beginning.

When you subscribe, you won't just get a payroll service; you'll get access to the Nannytax Contract of Employment and our comprehensive Employment Guide which takes you through everything that you need to do and know as a new employer.

Our friendly, experienced Payroll Advisors will efficiently manage your nanny's payroll and are on hand to guide and support you. Our Employment Law Specialists provide the valuable legal advice that domestic employers sometimes need but often don't have easy access to.

As long as you are employing, we're with you every step of the way.

## How to get in touch

 020 3137 4401

 0870 706 1338

 [mailbox@nannytax.co.uk](mailto:mailbox@nannytax.co.uk)

 PO Box 988, Brighton BN1 3NT



## **One all-inclusive service, one flat annual fee, no hidden costs**

We don't charge extra for weekly payslips, P60s, P45s, Benefits in Kind or our sample Contract of Employment and unlimited support is provided by our team of friendly advisors. Access to Employment Law Support is also included and this means help with tailoring our Employment Contract and valuable guidance on issues such as redundancy or disciplinary should they arise.

If you need to stop employing for a time we'll freeze your subscription and start it again when you're ready so that you always get the 12 months you paid for. Whatever happens in the course of you employing your nanny we are here to provide the payroll support that you need.

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

## **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
- Provide you with unlimited support and advice on a range of payroll issues

## **Payslips**

Whether you pay your nanny weekly or monthly, or have agreed a gross or net salary, your nanny's payslips will be simple to understand and include deductions or additions as necessary. Payslips will be instantly available online in your Members Area account (read more on page 11) and you can also give your nanny online access to download them saving you even more time.



## Nannyshares — our speciality

Sharing a nanny is a popular way to reduce the cost of childcare. It still means that you have a single, trusted person looking after your children but without the expense of employing a full time nanny – it's a win-win! However, employing a nanny jointly or even just employing a nanny part time can lead to additional payroll complications.

At Nannytax we have a dedicated nannyshares team who are experienced in dealing with any type of nannyshare in any situation. Whether you're employing a nanny full time with another family or your nanny works part time for you and part time for someone else, we can help.

***“I had thought it would be daunting to have a nanny and sort out their tax and NI, but with Nannytax it has been completely straightforward.”***

## The infamous 'Tax Code Split'

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

Many employers in 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 her tax code (and therefore her Tax Free Allowance) to be split proportionally between all her 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 her salary by her current employer. If you've agreed in net you will be paying for this from your own pocket!

If you've been discussing a net salary with your nanny, our payroll advisors will convert it to gross for use in the Employment Contract when you subscribe.

For more information about gross and net salaries visit our website [www.nannytax.co.uk/gross-vs-net-salaries/gross-vs-net](http://www.nannytax.co.uk/gross-vs-net-salaries/gross-vs-net) or call our offices for advice.



## **The legal support every employer needs**

Nanny employers have the same legal obligations as any other employer — just without the HR support a commercial employer may have. That's why Nannytax Legal is a standard part of our service. When you subscribe you don't just get peace of mind about payroll — you'll get peace of mind about employment law too.

The team at Nannytax Legal have been working with the nanny industry for over a decade and their knowledge of the issues you may face is unparalleled. They are just a phone call away when you need help and can advise at any stage of employment, from amending your contract through to the correct procedures for redundancy or how to handle a dispute.

“Nannytax is a godsend.”

## A comprehensive contract, for you and your nanny

We have supported nanny employers for over 20 years and we know about the kinds of situations that may arise. That's why the Nannytax Contract of Employment is completely comprehensive and aims to cover every eventuality.

Of course, you might not need something quite so in depth and so we also provide the Nannytax 'Lite' Contract. This is a slimmed down version of the full contract that still covers the things that you need to include but without all of the extra clauses.

Every nanny employer is different — and so is every nanny. That's why our contract is designed to be changed to fit your circumstances and the requirements of the employment. Expert advice on changing the contract is available from the Nannytax Legal team if and when you need it.

## Documents at your fingertips

Your time is precious, and having a lengthy phone conversation about a simple change to your contract might not be convenient. So, as well as our phone support, we give you access to the Nannytax Legal Portal via the Nannytax Members Area.

The Legal Portal includes an array of documents and additional contract clauses including:

- fixed term contract and clauses
- confidentiality clauses
- grievance and disciplinary forms and letters
- and of course the Nannytax Contract of Employment



## **The Members Area — making your life easier**

Our exclusive online Members Area is available to you from the moment you subscribe.

Here, you have access to your nanny's payslips (no waiting for the postman!) and your HMRC Tax and National Insurance bills, you can request a P45 if your nanny is leaving and have access to Nannytax Legal. It's all there at the touch of a button.

**“Really practical advice and prompts about payments.”**

## **In the Members Area:**

- get access to our comprehensive Employment Guide
- 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 Nannytax Legal Helpline with all legal employment documents including the Nannytax Contract of Employment
- give your nanny payslip access via the Employee Portal

## **The Employee Portal saves more time**

The Nannytax Employee Portal can allow your nanny access to view and download her 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**

Although giving your nanny access to her payslips straight away might make life easier, it may mean that she sees them before you do. That's why we've given you complete control over when your nanny can see and download her documents — whether you're happy for her to see them as soon as they're available or whether you want to check over them first.

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



## Everything in one place

In addition to our standard payroll and employment law support we have developed a range of bolt-on services you may find useful. Our purpose is to save you from searching around for the things you need so from the extras we offer you can tailor-make your own Nannytax service.

## Nannytax+

Let us worry about making sure nanny is paid and that HMRC's deadlines are met in good time.

We introduced Nannytax+ so you no longer have the hassle of paying your nanny each pay day or remembering to pay your Tax and National Insurance liability to HMRC by their quarterly deadlines. For a low monthly fee, we'll do it all for you.

For more information about Nannytax+ or to add the service to your Nannytax subscription, call our friendly subscriptions team on **020 3137 4401**.

## Nannyenrol: Auto Enrolment for Nanny Employers

Nanny employers, just like any other employer, will soon be required to provide a workplace pension for their employees. If your nanny meets certain criteria you will have to automatically enrol them and make contributions to a pension scheme too.

You might not be affected by the new rules yet (the earliest for some nanny employers will be 2015 and the legislation won't apply to new nanny employers until 2017), but when you are, Nannytax is here to help. We have a new service which takes most of the burden for this off you. Because we know exactly when the new law is going to affect you we'll make sure we're in touch in good time so you know exactly what you need to do and when. The terms and basis on which Nannytax will be offering this service will be advised to all our clients in good time.

For more information about Nannyenrol email [info@nannytax.co.uk](mailto:info@nannytax.co.uk) or ask an advisor when calling.

## Employers' Liability Insurance from Enable Insurance Services

An Employers' Liability Insurance (ELI) with a minimum indemnity of £5 million is a legal requirement for all employers. Although ELI policies are easily available, and can be an added clause in a household policy, most aren't suitable for nanny employment. We're working with Fish Insurance to provide an ELI policy that's designed specifically for nanny employers and the duties a nanny carries out.

With Enable Insurance Services at Nannytax you get a policy that provides all the cover you need for a single low annual payment. You can buy a policy as part of your Nannytax subscription (either online or by telephone), via [www.enableinsurance.co.uk](http://www.enableinsurance.co.uk) or by calling **020 3137 4570**.

## Public Liability Insurance for Nannies from Nannyinsure

Ensuring your nanny has adequate insurance can provide peace of mind for both of you.

Nannyinsure Public Liability Insurance (PLI) provides a £5 million level of indemnity cover for your nanny should anything happen to the children while they are in her care. It's ideal too if your nanny wants to become Ofsted registered, as a PLI policy is a requirement for Ofsted registration.

Your nanny can apply online quickly and securely at [www.nannyinsure.co.uk](http://www.nannyinsure.co.uk) or over the telephone on **020 3137 4410**.

## Be insured from the day you apply

With so much else to think about during the employment process, insurance is often required quickly. At Nannytax we can have you insured and your documents emailed to you during the same working day, providing there are no queries or issues with your application. Job done!

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

## Subscribe Online

Visit [www.nannytax.co.uk](http://www.nannytax.co.uk)

The quickest and easiest way to subscribe is by completing our form at [www.nannytax.co.uk](http://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

**Nannytax Subscriptions, PO Box 988,  
Brighton BN1 3NT**

Complete the form on the opposite page and send it to us with your payment details. If you are paying by credit or debit card you can, if you wish, scan your completed form and email it to [suscriptions@nannytax.co.uk](mailto:suscriptions@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.

## Your Details

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr	<input type="checkbox"/> Other .....
First name:			Surname:		
Address:					
			Town:		
County:			Post Code:		
Tel:			Mobile:		
Email:					

## Payroll Information

On receipt of your subscription we will provide a Payroll Information Form for you to complete with employee and employment details. To ensure we receive the appropriate paperwork, please indicate:

1. Do you have a PAYE Scheme already set up?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (go to 4)
2. Acc Office Ref:		
3. Employer PAYE Ref Code:		
4. Exact date of when nanny will start (if known)	D	D
	M	M
	Y	Y

## How did you hear about us?

To help us with our market research, please tell how you heard about Nannytax:

<input type="checkbox"/> Friend	<input type="checkbox"/> Internet Search	<input type="checkbox"/> Our Nanny	<input type="checkbox"/> Social Media
<input type="checkbox"/> Advertisement in:			
<input type="checkbox"/> Press Article in:			
<input checked="" type="checkbox"/> Nanny Agency (which one?):		<i>Greycoat Placements</i>	
<input type="checkbox"/> Other (please state):			

## Subscribe by post

An annual Nannytax subscription is £276 including the current rate of VAT.  
Please select your payment method:

<input type="checkbox"/> Please debit £276 from my:	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa Debit	<input type="checkbox"/> Visa
Card No:			
Valid from:	M	M	Y
Expiry:	M	M	Y
Security Code:			
Signature:			
Current Date:	D	D	M
	M	M	Y
<input type="checkbox"/> I enclose a cheque for £276 made payable to Enable Ltd.			



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

[www.nannytax.co.uk](http://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.