



Direct Payments

ISSUE 13

SPRING 2011

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You are invited to the
DIRECT PAYMENTS FORUM

On

Thursday 14th April 2011

Light Refreshments from

12:45

Meeting starts @ 1:00

Christ Church, Redford Way,
Uxbridge (opposite Uxbridge Bus Station)

With Guest Speakers

Sarah Pool & Marion Boswell
from LBH Financial Assessment Team

&

Speakers from DASH

Val— Trusted Assessor—HCIL

Vanessa—Transitions Adviser

If you require transport, please contact DASH
on

0208 848 8319 by 8th April 2011

Future Direct Payments Forum Date:
Wednesday 20th July @ 10:45 for 11:00



Paying Tax / National Insurance to HMRC

Please ensure your payment reaches **HMRC** by the due date. **We recommend the payment methods shown at 1-5 below. These are the most secure and efficient.**

1. **Direct Debit** To set up a Direct Debit payment go to www.hmrc.gov.uk and select **PAYE for Employers** from the **do it online** menu. Log in on the **Welcome to Online Services** page and select **Direct Debit payment** from the **Main** menu. If you are a new user you first have to register and enrol for the PAYE for Employers service.

Direct Payment details for your bank	
Payment amount	As appropriate
Account name	As appropriate
Account number	As appropriate
Sort code	As appropriate
Accounts Office reference	As appropriate

2. **Direct Payment** Use the Internet, telephone, BACS Direct Credit or CHAPS to make payment. Provide your bank or building society with the payment amount, our bank account details and your Accounts Office reference.

Please use the 13-character Accounts Office reference shown top right on the booklet front Make **one payment** covering **PAYE and NICs**.

3. **BillPay** You can pay by Debit Card or Credit Card over the internet. Visit www.billpayment.co.uk/hmrc and follow the guidance.



4. **Your bank** If your bank offers this service, take the payslip and payment to any branch of your bank. Any cheque must be drawn on your bank and made payable to 'HM REVENUE & CUSTOMS ONLY'. Other banks may refuse to accept payment.

5. **Post Office** Take **your** payment booklet with your payment to any participating Post Office. If paying by cheque, make your cheque payable to 'POST OFFICE LTD'. The Post office also accept payment by Debit Card.

6. **By Post** If you use this method:

- Make sure your cheque payable to 'HM REVENUE & CUSTOMS' ONLY'
- Include your payslip reference after 'HM REVENUE & CUSTOMS ONLY'
- Send the payslip and your cheque to, both unfolded, to the Accounts Office in the envelope provided.
- A stamp for the correct postage is required.



You can find further payment information online. Go to www.hmrc.gov.uk and under **quick links** select **Paying HMRC**.

DP Contributions:

As from 1st August 2010 it is a requirement that all Service Users who are assessed by the London Borough of Hillingdon Income Team to pay financial contributions towards their care, should pay these Contributions directly into their Direct Payments Account.

You may be asked by the DP Team at LBH to produce your bank statements as evidence of paying your contribution.

Your contribution should be spent along with your Direct Payment Monies on your assessed care.

Remember financial assets automatically reviewed in April may affect the amount of contribution you are assessed to make, if any.



Excess Funds in our DP Account:

The Council's procedure is changing and the council will in future require that any excess of Direct Payment money above 6 weeks must be refunded to the council. Your Direct Payments support worker can help you calculate this.



Cash Payments:

The council is tightening its procedures regarding payments for carers and does not approve of cash payments. It requires that all payments from DP bank accounts should be by cheque, BACS transfer, or online so that there is a paper trail for monitoring.



Payroll Costs:

For those DP users who employ their own carers, and whose carers are on payroll, the Council will pay the reasonable costs of the payroll service. You should send the payroll Invoice to the Direct Payments Team at the Civic Centre. They no longer pay the yearly costs in a lump sum. Instead they will make payment into your bank account each quarter for one quarter of the payroll costs and when you receive that, you should pass on the amount received to the payroll service.

Company Name: Payroll Plus Ltd									
Department	No	Department	Payroll Method	Cash	Payment Period	Monthly			
Department	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	AMOUNT			
Salary	4000.00		PAYE Tax	128.10	Total Gross Pay To	2800.00			
Benefits	1000.00		National Insurance	100.00	Company Tax To	2000.00			
					Payroll Fee	100.00			
					Banking Fee to DP	100.00			
					National Insurance To	100.00			
=====									
					Company Tax To	2000.00			
					Company Tax To	1000.00			
					Total Gross Pay	4000.00			
					Net Pay	1000.00			
4	31/08/2007		SQL	1	Mr. A. Baily	1000.00			

HMRC Penalties

Since April 6th 2010 HM Revenue & Customs have started issuing penalties to people who make late payments on their tax and National Insurance. The amount of penalties will depend on how late the payment is and how much is owed.

To avoid these penalties once you receive your paper work from your payroll service indicating how much you need to pay the Revenue you will need to send the payment as soon as possible so that it reaches HM Revenue & Customs before the 19th of each month.

If you call in with backdated hours then this could have an impact on the amount of National Insurance that both you and the Personal Assistant are liable to pay as these hours will need to be processed on the next available pay date. It is therefore important that hours worked in a particular month are processed in that month.

It is possible to pay your tax and insurance to the HM Revenue & Customs Quarterly instead of monthly. To arrange this, all you would need to do is inform your support worker, who will arrange this for you.

There are several ways that a Direct Payments recipient can pay their tax and National Insurance Contributions (NIC) and these include the following:

- Internet/telephone banking, debit card over the phone, at the
- Post Office, bank giro, direct debit or by post.

DIRECT PAYMENTS/SELF DIRECTED SUPPORT USER GROUP

Our next Meeting is on Friday 8th April 2011

at 10:30 at the

DASH Offices.

Transport can be arranged please contact
0208 848 8319



Fish Insurance:

For the first year only the premium has been reduced by £10.00 to £67.00 instead of the full amount of £77.00. This is for new Policy's only, and not for **Renewals**.

Please note that if you pay for the Comprehensive Policy of £135.00, the Council will not refund the difference.



Contact Civic Centre

For Direct Payments enquiries you can email:

scdirectpayments@hillingdon.gov.uk

Or use telephone number 01895 556633 and ask to be put through to 'Direct Payments Team'



Quarterly Returns:

These are sent out by the Direct Payments team at the council every 3 months, and must be completed. This is a requirement set out in the Direct Payments Agreement between Direct Payments Users and the Council.

DASH will help you complete the Quarterly Returns.

The Council may suspend your Direct Payments if you do not complete and send in your Quarterly Returns. The Council will send Direct Payments User a self-addressed envelope to send the Quarterly Returns in.

Are you interested in attending a Workshop to show you how to complete your Quarterly Monitoring Form? If you are interested in participating please contact DASH.

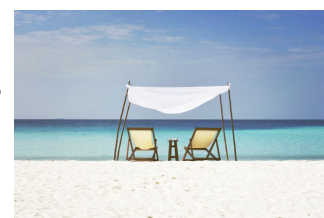


Annual Leave:

If you employ a carer privately, they are entitled by law to paid annual leave of 5.6 weeks capped (pro rata the number of hours worked in a week).

DASH can work out the carer's entitlement,

You should hold back a sufficient amount of your Direct Payments (DP) to continue paying for your care whilst your main carer takes their paid Annual Leave. It is for the DP user and their carer to agree timing of the carers Annual Leave, ideally at the same time as when you take your holiday.



Trinity Homes have some nice quality furniture for people on a fixed income, provide an excellent service and will deliver locally.

Telephone No: 01895 256655

Contact:- www.trinityhomelessprojects.org.uk



Displays at HCIL



- Household equipment
- Eating and drinking equipment
- Hoist and lifting equipment
- Dressing equipment
- Bathing and personal care items
- Chair
- Beds
- Sensory equipment
- Telecare
- Stair lift



We provide free, independent advice and support to people who experience difficulties with daily living because of illness, getting older, a disability or an accident.

PLEASE NOTE THAT WE DO NOT SELL ANY PRODUCTS

HCIL
(HILLINGDON CENTRE FOR INDEPENDENT LIVING)

Has a new Telephone Number

01895 484880

Please ring for an appointment.

Direct Payments User Questionnaire 2010/2011

Enclosed with this Newsletter is our Direct Payments Questionnaire, could you please complete and return back to our DASH offices, or via your Support Worker. Your co-operation would be very much appreciated.



Employers of PA's Beware!

Employers of (Personal Assistants) PA's could face penalties of up to £10,000 if found employing illegal workers.

It is a criminal offence to knowingly employ someone who does not have the right to live and work in the U.K. It is the legal responsibility of employers to check whether Employees have the right to work in the UK, and failure to do so could result in a civil penalty for employers.

If your PA is found to be an illegal worker, you will only be excused from a fine if you have carried out specific checks on their documents.



◆ **Treat all employees the same:**

Don't discriminate on the grounds of race, colour, ethnic or national origin, and do not assume somebody does or does not have the right to work in the UK. Unless you check, you will not know. Perform the same check for anyone you are considering employing.

◆ **Ask to see documents:**

For a full list of documents you may be presented with, see www.ukba.homeoffice.gov.uk/employers. Ask to see the originals of these documents and remember to take copies and keep them for 2 years after your PA has finished working for you.

◆ **Be Vigilant:**

Check the documents properly. Make sure photographs match the appearance of your PA, dates of birth tally with how old they look; details are not out of date.

If you are given two documents with different names, ask to see further documentation to explain the reason for this (for example a marriage certificate). Satisfy yourself that the documents you are shown are valid and genuine.

◆ **Follow Up:**

If your PA only has a temporary right to work in the UK, you will need to check their documents every 12 months.

Proposed Bank Run Payment Dates for D.P

These are the proposed dates on which Direct Payments will be paid on in 2011 and the periods they relate to.

Payment Date 2011:

14th March
11th April
9th May
6th June
4th July
1st August
29th August
26th September
24th October
21st November

Payment Period 2011:

14th March—10th April
11th April—8th May
9th May—5th June
6th June—3rd July
4th July—31st July
1st August—28th August
29th August—25th September
26th September—23rd October
24th October—20th November
21st November—18th Dec



Payment is made 4 weekly in advance

Careline changing their name to **TELECARELINE SERVICES**

As from the 1st April 2011, **Careline** are changing their name to **TELECARELINE SERVICES**

London Borough of Hillingdon are offering this service free to:-

- ◆ Residents aged 85 & over
- ◆ Residents who meet the criteria.

Please contact **01895 556633** for any further information.



Disablement Association of Hillingdon

DASH

Wood End Centre, Judge Heath Lane

Hayes Middlesex

UB3 2PB

Phone: 020 8848 8319

Fax: 020 8848 8324

Email us: info@dash.org.uk

Disability does not mean inability

