

## PAYROLL INFORMATION

If you have employees you need an accurate means of recording their wages, kiwisaver, annual and sick leave information.

### **We use and recommend ACE Payroll.**

ACE Payroll makes tax compliance a breeze

With ACE Payroll, having to learn complicated tax rules or manually use IRD tax tables is a thing of the past.

ACE Payroll includes every tax code as well as methods to handle special tax codes. Once you have selected the employee's tax code, everything is automated.

You can even lodge monthly employer returns by efile.

Check out their website at [www.acepay.co.nz](http://www.acepay.co.nz)

The only thing is that you need to buy annual upgrades to ensure your system stay up to date with current tax rates.

An alternative is to use us to process your payroll.

We provide a payroll service to an ever increasing number of our clients for a small fee. You simply send us your time sheets every week or fortnight and we do all the processing.

Once we have processed your payroll we send you a management report and payslips for all your employees. Payslips can be emailed direct if you wish.

Every month we will file your employer returns with the IRD and advise you of the PAYE you need to pay.

### **Important Points To Remember**

- 1 Employer Monthly Returns have to be filed by the 20<sup>th</sup> of the following month. Failure to do so results in a \$250 penalty.
- 2 PAYE has to be paid by the 20<sup>th</sup> of the following month. Failure to do so results in penalties and interest charges until paid in full.
- 3 All employees have to have an Employment Contract. This is a legal requirement. Check the Ministry of Business, Innovation & Employment website at [www.ers.dol.govt.nz/index.asp](http://www.ers.dol.govt.nz/index.asp)

The information above is of a general nature and has been written to provide basic information only. SBA and its employees takes no responsibility for the current accuracy of the information.