# Pay Advice Guide

RACS PAYE has devised an 'Easy to Follow' Pay Advice. Simply, track your payslip from top to bottom. It shows how the product works in detail, from Gross Amount to Take-Home Pay.

**Personal Details:**
Name
Address

**Personal Details:**
Ref No
Tax Code
National Insurance No
Frequency of Payment
Week Ending Date

**Personal Tax Details:**
Tax Paid to Date
Gross Pay to Date

**Payroll Breakdown:**
Sum Invoiced
No Expenses
Holiday Pay Accrued
Holiday Pay Paid Out
Statutory Pay
Gross Amount *to be taxed*
Tax
National Insurance
Student Loans
Net Pay

**Assignment Details:**
Number of Days
Or
Number of Hours

**Expenses Breakdown:**
PAYE Products DO NOT
Have the ability to
Off-Set Expenses

**Additions:**
No Additions

**Deductions:**
Administration Cost
Legal Deductions
Variable Adjustment
(Depending on Agency)

**Bank Details:**
Bank Name
Account Number
Sort Code

**How we work it out:**
Calculation to determine the total take-home

**Take-Home Pay:**
The amount in your Bank

racs PAYE

**Pay Advice**

**PERSONAL DETAILS**

| | |
|---|---|
| **RACS Collective Ref** | **P COL00** |
| Tax Code | 647LW1 |
| National Insurance Number | |
| Payment Frequency | Weekly |
| Week Ending Date | 25 MAR 2011 |
| Tax Paid to Date | £195.20 |
| Gross Pay to Date | £1496.18 |

**PAYE PAYMENT BREAKDOWN**

| | Days | Hours | Rate |
|---|---|---|---|
| Assign 1 | 3.00 | | £140.00 |
| Assign 2 | | | |
| Assign 3 | | | |
| Assign 4 | | | |
| Assign 5 | | | |
| Assign 6 | | | |
| Assign 7 | | | |
| Assign 8 | | | |
| Assign 9 | | | |

| | |
|---|---|
| Total Sum Invoiced by RACS (net of VAT) | £420.00 |
| Our Admin Costs and your Claimed Expenses | £0.00 |
| Accrued Holiday Pay this period (@ 12.07 %) This is not rolled-up but a retained holiday fund | £50.69 |
| Holiday Paid Out: | £0.00 |
| **Your PAYE Gross Pay (Minus Expenses)** | **£369.31** |
| Statutory Pay: | £0.00 |
| PAYE Tax | £48.80 |
| National Insurance | £28.52 |
| Student Loan Repayment | £0.00 |
| **Net PAYE (A)** | **£291.99** |

| | |
|---|---|
| Our Administration Costs | £0.00 |
| Your Claimed Expenses * (B) | £0.00 |

* Total expenses wholly and exclusively incurred in the course of your contracted work, supported by receipts and/or HMRC dispensations

** Allowable Expenses = Your Claimed Expenses + Our Administration Costs

**EXPENSES ADDED BACK**

| | |
|---|---|
| ** Allowable Expenses | £0.00 |

**DEDUCTIONS**

| | |
|---|---|
| Legal Deductions | £0.00 |

{(C)

**AMOUNT PAID INTO YOUR BANK ACCOUNT**

**Calculation is: [ (A) + (B) - (C) ] = (D)**

**TOTAL PAY (D)** **£291.99**

Please remember to submit all expenses (with receipts) by POST to arrive before Tuesday at 9am to ensure inclusion in the payroll run. Expenses received late will be carried over to the following week. RACS Collective will not be held responsible for lost or late submissions

**Where your money has been paid**
Bank / B Soc Name: Nationwide
Account Number:
Sort Code:
Please ensure that these details are correct. Notify us immediately if they are incorrect
Call us ASAP on 0845 604 0572

racs GROUP

If you are unsure or concerned about any aspect of your Pay Advice please contact us for a personal run-down on how it works or any corrections needed. You can contact us on:

**0845 604 0571** or **info@racscollective.com**