



PAYROLL

Our **Payroll** service ensures that all employees are paid accurately and on time, and that companies have all data necessary regarding withholdings, deductions and payments of related taxes and social security contributions.

In this manner, the highest level of employee satisfaction is maintained and companies are safe in the knowledge that they are compliant with all local regulations.

Start-up services

- Company registration at Tax Agency, Social Security Office and local authorities.
- Registration of employees as company workers with the Social Security Office.
- Registration of seconded workers for special tax system, where applicable.
- Drafting and / or adaptation of employment contracts.

Ongoing services

- Calculation and presentation of personalized monthly payroll reports.
- Issuing of employee pay slips.
- Paymaster services, covering employees' salaries and the processing and payment of monthly social security contributions and quarterly withholding tax.
- Acting under empowerment on behalf of non-resident companies that do not have permanent establishments in Spain.
- Implementation of benefit policies and flexible salary packages for employees.
- Updating and modifications of employment contracts and employee conditions.
- Control of renewals of temporary contracts or conversions to permanent contracts.
- Social Security reports for personnel illness and accidents.
- Communication of updates in legislation and implementation in payroll.
- Drafting of final settlement documentation, including indemnity calculations.
- Deregistration of employees as company workers with the Social Security Office.
- Drafting and presentation of annual summary withholding tax returns.
- Issuing of annual personal income tax certificates.
- Advice on labour matters, including personnel reports and studies.
- Assistance in Labour and /or Tax inspections.

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