To: **CPA Clients**

**Employment Allowance**

With effect from 6th April 2016 the Government is increasing the Employment Allowance. This is a reduction in the Employer’s National Insurance Contributions of up to £3,000 per year. It is designed to benefit small businesses, charities, voluntary organisations, sports clubs etc. who employ staff. If you have more than one PAYE scheme or have connected companies, only one claim can be made.

Please confirm that you wish us to claim this allowance on your behalf and we will take care of the process.

I suggest that you read detailed information on eligibility on:

http:/www.gov.uk/employment-allowance-up-to-3000-off-your-class-1-nics or,

http:/www.gov.uk/government/publications/employment-allowance-more-detailed-guidance

Jane Durrans

Payroll Manager

Please claim the Employment Allowance of up to £3,000 on our behalf:

Name……………………………………………………………………………………………………..

Organisation/Company…………………………………………………………………………..

Please return to Bradford CPA

19-25 Sunbridge Road,

Bradford BD1 2AY