



SENIGPAY – Website Content

Home Page copy

[H1]:

The Bridge Between Your Work And Pay

[strong image(s)]

[H2]:

An Umbrella Company For Hard-Working Contractors

[body copy]:

Senigpay presents a straightforward, caring approach to your contracting and payroll services. We specialise in workers in the Medical, Nursing & Care sectors, as well as those in IT, Construction and Railway industries, from clerical & administrative to managerial staff. Register today to benefit from our team's guidance and expertise in looking after your money.

[h2]:

Working With Us

[body text]:

You'll be joining an umbrella company that will have your best interests at heart. Take advantage of:

[bullet points, or with icons]:

- A personal account handler
- Interactive chat with your customer assistant
- Payroll processed daily by CHAPS at no extra cost
- Email alerts when payments are going through
- Pension scheme and insurance as standard
- Our specialist knowledge of the Medical & Care sectors, and the IT, Construction and Rail industries.

[the following in boxes that link to other pages]:

[box]:

Do you have questions about changes to your employment rights and take-home pay? We give you answers in the FAQ. [\[link to FAQ\]](#)

[box]:

We have been working with contractors and self-employed workers for 10 years and understand your needs and concerns. Learn more about the team that can help you. [\[link to About page\]](#)

[box]:

Take-home pay calculator - find out how it could work out for you. [\[link to the page\]](#)

[box]:

Agencies - do you need information about legislation changes and how it affects you? Learn more from us. [\[link to agencies page\]](#)

[Larger box]:

Register with us today!

We'll take care of you every step of the way.

Fill in your details and we'll be back to you within 24 hours.

[button]: Yes please, sign me up

Footer - contact details

Other Website Page Copy

FAQ

[H1]:

We get some questions asked more often than others...

...so we hope to give you answers to most of your queries here. If you are wondering about anything else, feel free to drop us a line at [\[insert email\]](#), or use the handy contact form [\[link to contact page\]](#). We're here to help.

- **How quickly do I get paid?**

We'll be processing payments every day, so we can set it up for you to be paid on a weekly or monthly basis, or whatever is suitable for the project or job you are working at. All transfers are made by CHAPS at no extra cost.

- **Do we get regular statements and copies of invoices?**

Absolutely. We will send payslips and statements weekly. Some workers may need to issue invoices themselves, but for most we will copy you on any paperwork we need to issue for your payments.

- **What about expenses?**

The rules changed regarding expenses in April 2016. Umbrella companies can no longer process non-chargeable expenses, like local travel and food & drink, for tax relief purposes.

Some companies were using large expenses figures to offset against tax and exaggerate workers' potential take-home income, but this practise is now outlawed by HMRC.

For a longer run-down on expenses, take a look at our article on the subject here. [link]

- **Are all umbrella company charges transparent?**

Yes, we're here to help you. We won't hide our charges, and promise that what we do charge is competitive and value for money. Feel free to call our office or go to the online chat for more information from one of our agents.

- **Are there changes to my employment rights at an umbrella company?**

No, your rights are not affected. You will still be entitled to sick pay, maternity pay, pension scheme and insurance through our service.

- **What is IR35, and will it affect me?**

IR35 is a short name for 'intermediaries legislation', changes to which take effect April 6 2017. It ensures that contractors supplying services to a company through the worker's own limited company, or 'personal service company', are paying the correct tax and national insurance on the pay they receive.

The full official description is on the HMRC's site: <https://www.gov.uk/guidance/ir35-find-out-if-it-applies> [fine to anchor the link in the last 3 words]

Also, a thorough run-down and questionnaire website has been created for Umbrella Company group Unitum here: <http://www.ir35advice.com/>

By joining Senigpay, this does not apply to you. You will be paid via PAYE, and all your income through us will be fully compliant with HMRC.

- **What if there's a problem at work?**

vs should go straight to the appropriate legal channels, or check with [Citizen's Advice](#) first.

If a job description has changed or you are being asked to do tasks outside of your remit, then this is a contractual issue and you should bring it up with the boss and us.

If there's a problem with payments or accounts, then of course we step in and cover your back!

In general, if someone has said or done something that makes you uncomfortable, it's best to try to talk to your boss in the first instance as early as possible to nip it in the bud. This will avoid resentment or complacency building up and a major situation developing further down the line.

- **How much will I take home?**

You'll notice some umbrella company sites have a take-home calculator, but you can't always believe what it says. Most of them don't take into account your actual tax code, the expenses you'll really be able claim or many other variables. [Contact us for a reliable assessment.](#)[1]

- **I need an accountant. Do you cover accounting services?**

Seniguk Consulting is our parent company and expert accountants for contractors, self-employed workers, agencies and SMEs. We'd be happy to work with you on your accounts, and in fact it might make a lot of sense to have all your employment needs under one roof! Please click through to <http://www.senigukconsulting.co.uk/> to learn more about us and get in touch for an informal chat.

[grey band text]:

Do you have any more queries? Drop us a line at info@senigpay.co.uk, or click below to use the handy contact form. We're here to help.

[button]:

Send a message

About Us

[H1]:

About Senigpay

[H2]:

Our Story:

[body text]:

Senigpay has grown out of our accounting practice, Seniguk Consulting Limited. For the last several years, we have been specialising in accounting for contractor workers, locum doctors, social & care workers and IT contractors.

We have seen many instances where we could help our clients much more than by simply working on their accounting. We decided to do something about it. As a complimentary umbrella company, we are able to offer an all-round service to you and take any worries and concerns about compliance with HMRC out of your hands.

We understand how you have to work in each of your sectors, what systems you have to deal with, and what you need to maintain peace of mind. Especially with changes to the IR35 rules around payments to limited companies working in the public sector, it's more important now than ever to make sure you are fully compliant with IR35.

We will also advise whether your work falls under **SDC** (Supervision, Direction and Control) or NOT when using Senigpay Umbrella. Whatever your situation, our friendly team will be able to provide tailored advice to suit your needs.

Our aim is to provide a real, competitive alternative in this industry, and to create more job opportunities by providing an effective umbrella payroll service that is HMRC fully compliant.

[H2]:

Here To Help

[Insert photo of office staff with phone headsets, smiling to camera. This should serve the object of giving the visitors an image of a person they can relate to]

[H2]:

Our Mission:

To provide an effective and attentive service that lets contractors get on with their jobs.

[H2]:

What Are The Benefits Of Joining Senigpay Umbrella Payroll Service?

[body text]:

Working through Senigpay takes a lot of weight off your shoulders and removes the pressure to keep up with the many changes in the IR35 rules. We can make sure you are fully compliant while you focus on what you do best!

Being legally responsible for your own limited company can be a daunting enough prospect, never mind all the extra time you'll need to spend managing all of your company's books and filing your end of year accounts. Running your contracts through Senigpay takes all that away, returning you to a PAYE structure while still remaining independent, so you can get on with the job.

The same is true for those new to contracting, especially with a contract due to start at very short notice, working as a contractor across multiple sites or moving between temporary contracting jobs. It takes just a few minutes to register with us and then the process is simple to get you up and running on our system. Your employment will be completely straightforward, without you having to jump through multiple hoops, and fully compliant with HMRC.

Working through an umbrella is also perfect for those who work on shorter contracts. Wherever your work takes you, you'll know that you can rely on the same team for your pay, and that Senigpay will keep your pay and admin consistent and compliant at a competitive rate.

And let's not forget, the umbrella company will also cover your work insurance, protect your rights to sick pay and maternity pay, and set up a pension scheme for you.

Interested in joining us? Please click below to either contact our friendly team today or learn more about how Senigpay can make your job easier. We will be happy to provide tailored advice to suit your needs.

[2 buttons]:

I'd like to know more [link to Contact page]

I'd like to register! [link to Join Us page]

Accounting

[H1]:

Accounting Services

[H2]:

Going Limited or Combining Income Sources?

[body text]:

Then we have the perfect accounting solution to make sure your books are in order before the end of the financial year.

Our parent company Seniguk Consulting offers expert accounting services for limited companies, contractors, self-employed workers, agencies and SMEs.

However your work is set up, especially if you might be combining getting paid through an Umbrella with direct freelance work, we'd be happy to work with you on your accounts. In fact it could make a lot of sense to have all your employment needs under one roof!

[grey band text]:

Do you need an excellent accounting service for your business?

Click through to <http://www.senigukconsulting.co.uk/> to learn more about us and get in touch for an informal chat.

Join Page

[H1]:

Joining Senigpay couldn't be simpler.

[H2]:

You're just one click and a short form away...

[body text]:

You'll be well looked-after here at Senigpay. Simply click on the button below to register with us and you'll soon be part of the family.

A confirmation email will arrive within an hour of registering, with your employee number and log-in details to our secure contractor portal. Once logged in, you'll be able to upload your proof of identity, your Right to Work document (if necessary), and your P45, or complete a P46 New Starter Declaration.

One of our agents then will be in touch with you within 24 hours to follow up and deal with any queries you might have.

[H1]:

What happens after you join Senigpay?

[body text]:

We'll liaise with the client or agency to get everything in place to get you paid.

We'll also send you weekly payslips and update monthly statements so you can see what's happening with you account. You can chose to receive these by email, or access them online using your phone, tablet or PC through the secure contractor portal, whichever works best for you.

[grey band text]:

Click below to go straight to the registration form, or feel free to give our customer support team a call on [insert phone number, clickable] and they'll be able to help you sign up over the phone.

[button]:

Get me registered

Agencies & Employers

[H1]:

Advising your contract workers which umbrella company to work with is a big deal, for them as well as you.

At Senigpay, we aim to provide a thorough, sympathetic service that deals with everyone's needs, while being professional and fully compliant with HMRC.

Coming with years of experience in our accountancy practice, we're committed to making sure all our clients' salary and payments are in order. Our aim is to take good care of their pay and therefore good care of their approach to work.

Whether you are dealing with a large workforce or a small team of dedicated experts, Senigpay has the expertise to take care of the administration and payroll processes. You can be sure your contractors are happy and focussed on the job, rather than worrying about their pay transfers and accounts.

[grey band text]:

To find out more about how Senigpay can help your company and your workforce, contact us now to speak to an agent and get the ball rolling:

Tel: 01279 772966

email: info@senigpay.co.uk

[button]:

Let's get in touch

CIS

[H1]:

CIS Umbrella Payroll Service

[body text]:

CIS stands for 'Construction Industry Scheme', which is a set of rules that HMRC have set up especially for the construction industry, dealing with payments made by contractors to subcontractors for construction work.

If your company is involved in construction, then it may need to register with HMRC under CIS. The Construction Industry Scheme applies to contractors, subcontractors and any organisations that spend a lot of money on construction, even if construction is not their main industry. It covers groups such as builders, gangmasters, foremen, property developers, labour agencies and staff bureaus.

Different rules apply to contractors and subcontractors, and within each category there are separate terms relating to self employed workers, limited companies and LLPs. When you apply you need to make it clear which category you fall into.

This sounds complex, but it doesn't need to be.

Senigpay can help smooth the process for you with a CIS solution through our umbrella company, where we are also registered for gross payment status with HMRC. We'll make sure everything and everyone is dealt with correctly and compliantly.

Give one of our agents a call, or click below to send a direct message, and we'll get you set up.

[button to contact]

Contact

[H1]:

Contact Us

[body copy]:

We're ready to answer any questions and help you get on the road to a smooth payment system.

You can send us a message by simply using this form, or get in touch by email or phone using the details below.

[Insert form for questions and feedback]

[Full contact details - registered address, tel, email, map, socials]

[Purple band text]:

Our friendly team are always ready to deal with your queries and concerns.

Are we doing a good job? Please let us know! We'd love to get your feedback.

Articles

[blog posts hub page]

- What happens to Public Sector workers from April 6th?

- Expenses - What Can You Claim For and What Can't You?

[Purple band text]:

Do you have any concerns not answered here or in the [FAQ page](#)? [link to it] Please drop us a line at info@senigpay.co.uk - we'll be happy to help you, and it might help others in future!

[maybe use this for individual blog pages too]

Take-home Calculator

[H1]:

What will I take home?

[H2]:

Can you give me an exact figure?

You'll notice some umbrella company sites have a take-home calculator, but it usually won't give you an accurate figure. Most of them don't take into account your actual tax code, the expenses you'll really be able claim or many other variables.

Contact us to speak to an agent and we can go over your individual circumstances. Once we know more about you and your employment, we will be able to give you a reliable assessment of what you can expect to take home.

ARTICLES

[H1]:

What happens to Public Sector workers from April 6th?

[body text]:

We're already starting to see an exodus of key contractor workers from Public Sector positions, especially in IT, since changes were announced to the IR35 legislation. There could be a crisis developing that would affect some important projects. What's really happening?

Basically, this has all started because of the growing number of workers employed by Public Sector companies 'off-payroll', and the consequential reduction in tax revenue to Her Majesty's Treasury.

Contractors working for a number of organisations have been employed off the payroll (either on their own instigation, or on request by the employer) for years, supplying their services through their own Limited company or Personal Service company. The contractor/supplier invoices for their services and the company pays the billed amount.

This took the obligation to pay employer's National Insurance and process the tax on wages away from the employer and put the onus on the contractor (working through his own personal service company) to remit to HMRC the tax and NI due.

However, since the contractor is an owner/employee of their own Limited company, they need not pay themselves a set salary. They can be paid a smaller amount with the rest in dividends, which are taxed differently. Thus, for every worker taken off a company's or agency's PAYE scheme, less tax is being sent to the Treasury.

[H2]:

The Government needs the money, and HMRC is tightening the rules

[body text]:

The IR35 legislation was originally introduced in April 2000, created out of a need to determine whether a contractor should be technically an employee, and therefore on-payroll, or is in fact properly self-employed. A lot of reasoning behind this is down to the contractor's working routine - if it were not for their intermediary company, would they in effect be an employee of the client?

HMRC's definitions and determinations of what constitutes self-employment and a proper service company have been tested over the years with various legal cases, but bigger changes and refinement of the rules have recently taken place, affecting many contractors working for Public and Private sector companies.

In April 2016, tougher rules were brought in regarding contractor's expenses claims, as large expenses were repeatedly being used to offset against tax liability. In particular, this related to travel and subsistence expenses for those working under supervision, direction and control.

HMRC ruled that contractors could no longer claim travel expenses from home to their primary place of work, as any normal employees have to travel to work as a matter of course. Neither could they claim for food and drink while at work, as they would have to eat anyway, whatever they were doing, and again, a normal employee doesn't get their lunch bought for them.

[H2]:

More changes on the way

[body text]:

However, even further rules were announced late last year for introduction this April, such that anyone working under terms that would be construed as full-time permanent employment must pay national insurance on the payments they receive. By implication, it also means the client/employer should pay employer's national insurance as well. This is a tougher measure against tax avoidance by off-payroll full-time regular contractors running payments for their work through their own personal limited company, when they could technically be seen to be normal employees.

This means that many contract workers will now either should technically be brought into a company's PAYE, or must be employed for their contract work through an Umbrella company, also on a PAYE basis.

Thus, the normal contractor is being put in a difficult position. Some will feel that they should stick with limited company status and find other work on a more freelance temporary basis.

Others will be in a position where they are^[2] in ongoing employment at a place of work, or through a particular agency, and feel that leaving that position is not possible on a financial or career basis.

If the latter, then the best option is to work with an Umbrella company, so that the contractor's employment can continue smoothly, and they also remain compliant with HMRC. They'll be able to relax and the umbrella can take care of their contracting, tax and National Insurance payments for them.

If you haven't already joined Senigpay, then now is the time to do so.

[H1]:

Senigpay Expenses Policy

[H3]:

What are you able to claim for?

[body copy]:

Contractors working through an umbrella company can claim expenses through three ways: business mileage, reimbursed expenses or by claiming allowable expenses through end of the year tax return. Below, we aim to spell everything out in general, but please note that the expenses policy will be subject to assessment of the individual contractor's status.

[H4]:

Business Mileage

HMRC's new regulations state that a contractor working through an umbrella company cannot claim relief on tax and National Insurance on travel using train or bus from home to their place of work. They are only allowed to claim business mileage relief on tax and National Insurance from work to temporary place of work, and to determine if the mileage expenses can be claimed the following would need to be satisfied:

- Details of the journey made
- Why the journey had to be made
- What they were doing
- Who they were doing it for

Claiming the business mileage will only be allowed if the contractor is NOT caught by SDC (Supervision, Direction and Control).

[H4]:

What is the meaning of SDC?

[body text]:

Supervision

Supervision is referring to someone overseeing the workers to ensure their job is being done properly or to a specific standard. Process of a person helping the workers to develop their skills and knowledge is defined as supervision

Direction

Direction means someone making the workers carry out their work in a certain way by providing instructions, guidance or advice.

Control

Control applies to someone dictating what the worker does in the context of their job. This includes someone having the power to move the worker from job to another.

If the contractor does not fall under SDC, then he or she will be able to claim mileage deduction relief.

[H4]:

Multi-site Workers

If a contractor is a multi-site worker, they will also be able to claim business mileage relief on income tax and National Insurance, even if he or she is caught by SDC.

A good example of a multi-site worker is a care worker who lives in Enfield town and works for Care Agency Ltd in Harlow. The care worker intends to visit a patient's house in Bishop's Stortford and then another patient's house in Waltham Abbey later in the day.

The care worker can claim relief on tax and National Insurance for mileage on the journey from Care Agency Ltd in Harlow to the patient's house in Bishop's Stortford, and also mileage relief on the journey from Bishop's Stortford to Waltham Abbey.

However, the care worker will not be able to claim mileage relief on the journey from home (Enfield town) to work (Care Agency Ltd in Harlow), nor the journey from home to the first patient's house in Bishop's Stortford, if the worker went there directly. Neither can the care worker claim for the final journey from the later patient's house in Waltham Abbey back to home. Basically, if the journey to a workplace is from or back to home, then it is not allowed.

[H4]:

Reimbursed Year end expenses through Self-assessment tax return.

If the contractor is not caught by SDC and does not fall under the 24 months' rule, they will be classified as a temporary worker and, apart from the mileage expense, the contractor will be able to claim allowable expenses such as travel to work and other allowable expenses which we will be able to advise to each worker in an individual basis. We'll cover this next...

[insert pictures and diagram]

[H1]:

Expenses - What Can You Claim For, And What Can't You?

[body text]:

A lot of contractors think the rules for expenses when working through an umbrella company on a PAYE basis are fairly cut and dried: no travel and subsistence expenses before tax.

The above is true - HMRC considers that you would have had to travel to your place of work in any normal employment and eat anyway, whatever you are doing. But it begs the question: what expenses can you claim for?

If the nature of your work is such that you are under supervision, direction and control, then there may be a few things, but all claims for expenses have to be 'wholly, exclusively and necessarily' in the course of your business.

This means reimbursement for items that you paid for purely because of your work, and not a personal expense that anyone would have during a normal working day (like a coffee and cake). This narrows it down to **the following**:^[3]

- **Travel to work temporarily at a location away from the usual workplace**

Please note - this travel needs to be to a genuine temporary place of work, not a workplace where the contractee is routinely carrying out their job.

If using your own transport, this is referred to as 'Business Mileage'. Up to the first 10,000 miles of travel, drivers of cars and vans can claim 45p per mile, motorbikes 24p per mile, and bicycle riders 20p per mile. After 10,000 miles, the rate for cars and vans drops to 25p per mile, the rest stay the same.

If using public transport (train, bus, coach, boat, plane) or taxi to a location away from your primary work location, then you can claim the cost of the fares - be sure to keep all tickets, etc.

- **Accommodation, tolls, parking, congestion charge**

Only in the course of working at a temporary location or a Business Mileage trip as outlined above, you can claim for your accommodation, highway tolls, parking and congestion charges. But again, this has to be in the course of your business - if you add an extra day that you can't account for being part of your job (for sightseeing, etc), then this is not allowed.

- **Items purchased to fulfil your work**

These would be the tools of your trade, or something else you have to buy to get the job done. Hammer, memory stick, goggles, antiseptic wipes, stapler, glue gun, fuse wire, etc.

- **Phone calls made in the course of work on personal devices**

You will need to provide copies of the itemised bills as evidence, but if you had to make calls on your own phone for purely business purposes then you should be able to claim this back.

- **Health checks, training and professional development**

Only where directly related to your work. If you had pay out for this personally where it was required (by the client or by law) for you to have an eye test, physical check, or you had to take a training course, then be sure to claim it back!

Remember, all expenses must be 'wholly, exclusively and necessarily' in the course of your business.

In the end, you should be able to claim chargeable, allowable expenses that are beyond the usual travel and subsistence. As long as they are simply reimbursement of actual expenditure incurred, then those expenses can be paid to you net of income tax and National Insurance contributions.

[H3]:

So, how do you make sure your expenses claims are successful? Here are a few simple guidelines:

- Make sure that you have something in writing from the client relating to the expenditure, like an email or letter asking you to work in a different location, or request to purchase something that you'll be reimbursed for later, etc.
- Make sure you keep a log of all business expenditure, and make a note of what business activity it related to. Give it a number that you can also write on the receipt. It's best to do this as soon as possible after you paid out.
- Keep all receipts, tickets, itemised bills, etc, and note the numbers you wrote in the log on them for reference.
- If you had to drive somewhere away from the usual workplace for business, keep a detailed mileage log. Note the postcodes of the places you had to drive from/to.
- Be honest. Make sure your expenses fall into the 'wholly, exclusively and necessarily' bracket, and don't try to pad them out or over-claim. HMRC will be looking out.
- If in doubt, take advice – an accountant is your best resource.

[H2]:

Do you need an accountancy service?

[body text]:

Our parent company, Seniguk Consulting Ltd, is an expert accountant for contractors, self-employed workers, agencies and SMEs. We'd be happy to work with you on your accounts, and it could make sense to have all your employment administration under one roof.

Please click through to <http://www.senigukconsulting.co.uk/> to learn more about us and get in touch for an informal chat.

[END]

Holding Page text

[SenigPay logo]

[H1]:

Hello!

[body text]:

Our website is currently under construction but will be up soon. Sorry for any inconvenience.

If you need to contact someone at SenigPay, please click here to send an email:

[button to open an email]

Someone will be back to you within 24 hours.

Expenses Form copy

[H1]:

Expenses Claim Form

Please complete all applicable sections below:

First Name

Last Name

Roll number

Client:

Dates Covered: start: end:

[H2]:

Business Mileage:

For travel to work at a temporary location away from your primary workplace, not commuting.

Vehicle details:

[create table]

Vehicle Type:	Fuel Type	Vehicle Make & Model	Engine CC	Registration
Car	Petrol			
Van	Diesel			
Motorbike	Electric			
Bicycle	LPG			

Journeys:

[create table]

Date:	From:	To:	Mileage start	Mileage end	Amount claimed:
Date	postcode	postcode	number	number	number

Total amount:

[H2]:

Other Travel:

For travel to work in a location away from your primary work location and other work-related travel, not commuting, using public transport.

Journeys:

[create table]

Date:	Mode of transport:	From:	To:	Cost:
Date	Train	place	place	number
	Bus			
	Ferry			
	Plane			
	Taxi			

Total amount:

[H2]:

Travel-related Expenses:

Only in the course of working at a temporary location or a business mileage trip as outlined above, you can claim for tolls, parking, congestion charges and temporary accommodation.

[create table]:

Date:	Travel From:	To:	Item details:	Cost:
Date	place	place	item	number

Total amount:

[H2]:

Subsistence Expenses:

For food and non-alcoholic drink purchased when away from your main place of work during the course of business.

This is calculated on the basis of £5 per day for a period of more than 5 hours from leaving your home or permanent place of work. For more than 10 hours away from your home or permanent place of work, £10 per day can be claimed.

[create table]:

Date/Day:	Times left/returned home:	Amount claimed
day/date	times	number

Total amount:

[H2]:

Business Tools, Equipment and Consumables:

For example: hammer, memory stick, stationery, goggles, antiseptic wipes, stapler, glue gun, fuse wire, etc.

[create table]:

Date:	Item details:	Cost:
Date	item	number

Total amount:

[H2]:

Business Phone Calls:

Calls made on your own landline or mobile phone for purely business purposes. Claims must be supported by itemised bills with relevant calls highlighted.

[create table]:

Date:	Person/company:	Tel Number:	Cost:
Date	name/name	number	number

Total amount:

[H2]:

Other Expenses:

Any other expenses incurred in the course of your work. For example: medical examinations, specialist clothing, training courses, vehicle hire, professional membership and subscriptions.

[create table]:

Date:	Item details:	Cost:
Date	item description	number

Total amount:

All items claimed as expenses throughout the form above must be supported with VAT receipts.

[H2]:

Total amount claimed for this period: [number]

[H2]:

Declaration - please read and sign:

I declare that all the expenses stated above were incurred wholly, necessarily and exclusively in the performance of my duties.

I confirm my current workplace is temporary and I anticipate working less than 24 months at this location.

It is my intention to undertake multiple temporary assignments. If my circumstances or intentions change I will inform Senigpay immediately in order to avoid mis-declaration of business expenses.

I also confirm that it is my responsibility to ensure that my vehicle is roadworthy, that my insurers are aware that my vehicle is being used for business purposes and I have the appropriate business insurance cover.

Signed: [could use some kind of digital signature box, or simply a tick box with a qualifier that by ticking it you are agreeing to terms]

Dated: [number box, or drop-down]

Please make sure you have uploaded all the receipts to accompany this expenses claim before clicking the Submit button.

[I assume there will be a 'submit' button, or similar?]

For a quick run-down of what you can and can't claim for, check out this [article](#). [link to blog article]

Register Form copy

[purple band]:

Having trouble with this form, or any questions for our team?

Give us a call on 01279 772966, or click below to send an email.

[button text]:

email us now

Portal Hub Page copy

General header:

[h1]:

Hi [insert first name] !

[body text]:

Submit your expenses, upload and access documents, view statements and send messages through our contractor portal.

Copy within tabs:

[Expenses Claim Form]

Expenses claim form

Claim your expenses by completing the all applicable sections below:

[Private Messages]

Get in touch with us here

To send us a message, just click 'New' below. All threads will be saved so you can look back at them.

[Reconciliation Statement]

Here is your latest reconciliation statement

Take a look to see how things balance up.

[Payslips]

Your payslips

Please sign in to Sage Online Payslips to see all your payslips

[Your Profile]

Your profile

Add, edit and change your details at any time.

[button]:

Click here to upload files

Auto-Responder Emails text

[email 1]:

- Your Private and Unique Client Portal has been created

Hello {contact_name},

Great news - your secure SenigPay Contractor Portal account has been created.

Your Username is: {user_name}

You can login by clicking **HERE**

Any problems? Don't hesitate to contact us.

[email 2]:

- Please verify your email address

Hello {contact_name}

We're all set up, but before you can access your SenigPay Portal account, we need to verify your email address.

Please click **HERE** to complete the process, and we'll be all up and running.

Thanks,

[email 3]:

- Your Contractor password has been updated

Hello {contact_name},

Just to confirm that your SenigPay Portal password has been changed, no problem.

If this was you, then all's fine. If you didn't make this change, then please let us know IMMEDIATELY.

Your Username is: {user_name}, and the new Password is: {user_password}

You can login to your account by clicking **HERE**

Any problems? Don't hesitate to contact us.

Thanks,

[email 4]:

- Your Portal Page has been updated

Hello {contact_name},

We've updated your Portal Page - {page_title} - with the changes you just made.

Take a look to check that everything is as you wanted by clicking **HERE**

Any problems? Don't hesitate to contact us.

Thanks,

[email 5]:

- A user: {user_name} from SenigPay Portal has sent you a private message

User {user_name} has sent you a message through the SenigPay Portal.

Want to see it and reply? Log in [HERE](#)

Thanks,

[email 6]:

- SenigPay Portal: You've received a new private message from {user_name}

{user_name} says:

{insert message}

To view the whole message thread and send a reply, click [HERE](#)

Thanks,

[email 7]:

- {user_name} - Password Reset Request

Hi {user_name},

Forgotten your password? No problem. Please follow the link below to reset it with a new one:

[Reset Your Password](#)

Did you make this request? If not, please contact us IMMEDIATELY.

Thanks,

[email 8]: *(I assume this one is going to a SenigPay agent?)*

- Contractor - {user_name} - has updated their profile

Hello {contact_name},

Your Contractor {user_name} has updated their profile.

To view their updated info, login here: [LOGIN](#)

Thanks,

Listings site blurb

[note - this might need to be tailored slightly for each site, depending on how much space they have, or character limits, as it varies from site to site.]

Senigpay is the bridge between your work and pay. We are a fully-compliant umbrella company for hard-working contractors.

Senigpay offers a straightforward, caring approach to your contracting and payroll services. We specialise in workers in the Medical, Nursing & Care sectors, as well in IT, Construction and Railway industries, from clerical & administrative to managerial staff. Register today to benefit from our team's guidance and expertise in looking after your salary.

Senigpay makes sure you get paid without any hassle. We look after your payroll admin while making sure all payments are smooth and prompt. You'll have no problems with HMRC either - we are fully compliant and all accounting is laid out in a straightforward manner. **And of course you will still get the usual benefits you'd expect from full-time employment: maternity pay, sick pay and a pension scheme.**

Sign up at www.senigpay.co.uk to become part of the family and get looked after by professionals.

LinkedIn Profile text

Senigpay Ltd

[use logo in picture frame]

[About us section]:

Senigpay is an umbrella company which aims to provide an effective and attentive service that lets contractors get on with their jobs.

Senigpay grew out of our accounting practice, Seniguk Consulting Limited. For several years, we have specialised in accounting for contractor workers, locum doctors, social & care workers and IT contractors.

We realised we could help our clients much more than by simply working on their accounting, and decided to do something about it. We set up a complimentary umbrella company, able to offer an all-round service and remove worries and concerns about taxation and compliance, while ensuring the best level of return on your gross income. And maintaining the usual benefits you'd expect from full-time employment: maternity pay, sick pay and a pension scheme.

We understand how contractors have to work in each of your sectors, what systems you have to deal with, and what you need to maintain peace of mind. Does your work fall under **SDC**

(Supervision, Direction and Control), and are you compliant with IR35? Whatever your situation, our friendly team will be able to provide tailored advice to suit everyone's needs.

Our aim is to provide a real, competitive alternative in this industry. To create more job opportunities by providing an effective umbrella payroll service that is fully HMRC compliant and treats our employees well.

[Specialties section]:

Contractor Payroll, Umbrella Company, CIS, Self Employment, PAYE, IR35 Compliance and Accountancy Services

[Company size section]:

tbc

[Website section]:

www.senigpay.co.uk

[Industry section]:

Accounting