

# ADP Payroll Disbursement Service



A more human resource.™

You know ADP as the UK's trusted HR and payroll services partner. Did you know we offer a range of payroll disbursement services to organizations of all sizes? We have approximately 3500 payroll disbursement services clients in the UK and are regulated by the FCA\*. Our experienced financial, compliance and regulatory experts work behind the scenes to help ensure funds are moved quickly and accurately to employees and third parties, so you can relax in the knowledge it's being taken care of.

## Save Time

One-stop service for all your payroll and related disbursements

ADP will send payroll remittances on your behalf to:

- Your employees
- HMRC
- Pension Providers
- Administrators

Reduce manual calculations, remittances and reconciliations

## Reduce Costs

- Reduce bank fees with consolidated debits
- Simplify your administration for pension providers, garnishments and other payroll source deductions
- Competitive exchange rates on US Reverse Wire transactions
- No need for US companies to set up a UK bank account for payroll

## Need to pay UK Employees from a US account?

Ask about our US Reverse Wire (USRW) service. ADP makes it easy to pay your UK employees from your US accounts. We'll withdraw funds directly from your US financial institution and deposit them directly in your employees' accounts- all at a very competitive exchange rate. This easy-to-set up service saves time, increases employee satisfaction and saves on bank fees and costly wire transfers

## Peace of Mind

- ADP helps ensure your employees are paid on time and accurately
- Our friendly experts can help with exception management including stopped, recalled, rejected or returned items, or adjustments to your payroll taxes
- All payments made by ADP are screened against internationally recognised sanction lists. This protects your brand and reputation, ensuring payments are not made to accounts that appear on these lists
- As a payment service provider, ADP is regulated by the FCA. As part of being a recognised Payment Service Provider, ADP is required to segregate your payroll funds from ADP assets at all times, in separate accounts (under regulation 19 of the Payment Service Regulations).
- ADP offers full contingency and system resiliency for all your payroll funding requirements. With two leading partner banks supporting our payment activity, it means the increasing risks of cyber-attacks are significantly reduced using ADP's PDS service.
- As your payment service provider, ADP will receive automatic notifications should one of your employee's use the current account switch service to change their personal bank account. On your behalf, ADP will update the bank account information to ensure salary payments are sent to the new account, without delay.

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## Funding Methods include:

### Direct Debit

- An ADP initiated collection of funds from a Client's UK domiciled GBP denominated bank account - via the UK's ACH Clearing (BACS) and reached via a 6 digit sort code
- Client's final payroll commit to take place on salary pay date minus 6 days (=P-6). Client's bank account debited on salary pay date minus 3 days (=P-3)

### CHAPS-Wire of funds to ADP

- A Client initiated wire transfer from a UK domiciled GBP denominated bank account with a bank code that can be found within the UK Clearing Systems as evidenced by a 6 digit code
- Client's final payroll commit to take place on salary pay date minus 4 days (=P-4) and client to fund ADP on salary pay date minus 3 days (=P-3)

### USRW

- An ADP initiated draw of US dollars from the Client's USA domiciled bank account
- Client's final payroll commit to take place on salary pay date minus 4 days (=P-4). Draw down takes place on salary pay date minus 3 (=P-3)

## About ADP

ADP UK helps organizations of all sizes build and inspire the workforce they need to thrive. From simple payroll to fully outsourced human resources services, we help your team stay focused on what matters most – your people.

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