

**Financial Management Support**

Get in touch with the Payroll Team at LCiL:

Call: 0131 475 2350

Fax: 0131 475 2392

Email: payroll.team@lothiancil.org.uk

Online: [www.lothiancil.org.uk](http://www.lothiancil.org.uk)

 Find us on Facebook
 Follow us on Twitter

Our opening hours are Monday – Friday, 10am-4pm

We can arrange a visit with you to talk through what’s involved at your home or at our premises below:
Address: Payroll, LCiL, Norton Park, 57 Albion Road, Edinburgh, EH7 5QY. (Our offices are fully accessible, with parking available).

**Getting in touch**

**Tel: 0131 475 2350**

**Email:** **payroll.team@lothiancil.org.uk** **Website: www.lothiancil.org.uk**

 **Lothian Centre for Inclusive Living**

LCiL is a registered charity number SC017954 Date published June 2014

Pictures from CHANGE Picture Bank & London People First

![MC900351591[1]]()Fax

 We can help you

 manage your Self Directed Support budget

Information is available on request in a range of formats:

**Audio Braille Easy words Large Print**

* Pay the agency/agencies that provide your support.
* Making payments directly into the bank accounts of your personal assistant(s).
* Pay HMRC the tax and national insurance taken off your personal assistant’s wages.
* Make payments for other support you choose to purchase with your individual budget /direct payment.

LCiL’s payroll service can do this and a whole lot more for you.

* Your budget?
* Your direct payment?
* Your paperwork?

**Do you get an individual budget?**

**Would you like help to manage:**

**And with your authorisation we can:**

**LCiL can help you**

**How much does it cost?**

£15.50 per month or £14.31 four weekly

**Please note – Your individual budget may not cover the additional cost of this service.**

**How do I find out more?**

Just get in touch with LCiL (see back of leaflet)

We can hold funds on your behalf for example:

* Your individual budget.
* Your Independent Living Fund (ILF) money
* Any other funds you receive to pay for your care/support.
* Your personal contribution to your care/support.

**We can also help with:**

* Negotiating a contract with support providers.
* Planning and budgeting how you want to spend your individual budget / direct payment.
* The paper work!

**We can also help with:**