

Direct Payments Factsheet – Keeping Good Records

A checklist of records to be kept by the Direct Payment recipient

We do not expect you to keep detailed accounts but there are some records you must keep. The records you must keep will differ depending on whether you employ Personal Assistants or whether you contract with an agency. We ask that you retain your records as we may need to request them at any time. If you need to purchase stationery to maintain your records, you can reimburse the cost from your direct payment card account.

The following information is for your guidance only. You may wish to check with HMRC (Her Majesty's Revenue and Customs) who can provide further guidance on employer records. Alternatively, Ideal For All will provide you with this advice.

Record Category	Examples	Suggested Retention Period
Major Financial Records	Direct Payment card account Records relating to any payments to or refunds from HMRC	7 years
Everyday supplies and services	Invoices, receipts, payslips, time sheets, workplace pension information and contributions Insurance policy to cover against Employer's Liability and Public Liability insurance	2 years
Employer Records	Advice on this is part of the role of the support service, Ideal For All. If you have chosen not to have this support, you can receive advice from HM Revenue and Customs	Contact HMRC for advice or Ideal For All

Who to contact

Adult Social Care - Tel: 01902 551199

Disabled Children and Young Person's Team - Tel: 01902 550911

Direct Payments Team - Tel: 01902 551292 or 01902 551294
Civic Centre
St Peter's Square
Wolverhampton
WV1 1RT

Email: Direct.payments@wolverhampton.gov.uk

Ideal For All - Tel: 0121 558 5555 Email: info@idealforall.co.uk