



**EMPLOYER DETAILS:**

Employer Name	.....
Address	..... ..... .....
Post Code	.....
Telephone	.....
Mobile	.....
Fax	.....
Contact Name	.....
Email address	.....
Employment Basis	.....
	Sole Trader/Partnership/Limited Company/PLC/Charity/Direct Payment
Company Number (if applicable)	.....
Employer Activity	.....
UTR (if applicable)	.....

**CORRESPONDENCE DETAILS (if different from above):**

Contact Name	.....
Address	..... ..... .....
Post Code	.....
Telephone	.....
Mobile	.....
Fax	.....
Email address	.....

**BANK DETAILS:**

Bank Name	.....
Sort Code (6 digits)	.....
Account Number (8 digits)	.....
Building Society Reference/Roll Number	.....
Account Name (in the name of)	.....

**PAYROLL DETAILS:**

Pay Frequency	Weekly/Fortnightly/4 Weekly/Monthly/Quarterly/Annually
Pay Method	Cash/Cheque/Bank Payment
Payslip Delivery Method	Email/Print
Payment Date (if Monthly) Day (if Weekly)	.....
Holiday Year	.....
Holiday Entitlement	.....
Auto Enrolment Pension Scheme	Yes/No
If yes, please advise.	.....
	.....
	.....

**HMRC DETAILS:**

PAYE Reference	...../.....
Accounts Office Reference	.....
HMRC Payment Due	Monthly/Quarterly
Payment Method	Cheque/Bank

**ACCOUNTANT'S DETAILS:**

Business Name	.....
Contact's Name	.....

**In order to set up a PAYE reference with HMRC, we need the following information about the Directors/Officers/Chairperson/Sole Proprietor.**

**DIRECTORS/OFFICERS:**

Name	.....
Position	.....
NI Number	.....
Name	.....
Position	.....
NI Number	.....
Name	.....
Position	.....
NI Number	.....

We confirm receipt of the Money Laundering Regulations notice, confirm our understanding to provide the appropriate documentation and agree to our Terms of Business.

Signature of Employer .....

Date .....

**All information supplied on this form will be strictly confidential when completed.**