

PAYROLL INFORMATION FORM: Please complete all sections in BLOCK CAPITALS
Please note we only register with HMRC the first employer named.

EMPLOYERS DETAILS:

Title (Mrs Mr Miss etc)..... First Name(s).....
Surname.....
Address.....
Post Code..... E-mail address.....
Tel No
(Home).....(Work).....
Have you used our services before? **YES NO**

EMPLOYEE DETAILS:

Title (Mrs Mr Miss etc)..... First Name(s).....
Surname.....
Address.....
..... Post Code.....

*D. O. B. **D**.....**M**.....**Y**..... (* **Compulsory**)

NAT INS NO /...../...../...../...../...../

When did / will your employee start with you.....

Is your employee a full time student YES / NO

Is your employee making student loan payments YES / NO

If Part of week or month, how much is first period wage total £.....

We process weekly wageslips for each Friday & Monthly wageslips for the LAST Friday of each month

Do you have a Small Employer PAYE scheme already set up YES NO (please indicate)

Are you nanny sharing with another employer YES NO (please indicate)

If YES please complete the Nanny share form

Payment Frequency. Do you require Weekly or Monthly wageslips

How will you pay your employee? Cheque / Cash / Credit Transfer / + Voucher Scheme

SALARY details please state your employee salary details (Please circle) WEEKLY / MONTHLY salary.

Please complete only 1 type of salary figure, either GROSS OR NET

1) GROSS (Before deducting Tax & NIC) In Figures £..... **MINIMUM WAGE**

From 01/10/2011

& Words.....

21 and over £6.08 ph Gross

2) NET (After Deductions) In Figures £..... **18-20 £4.98 ph Gross**

Under 18 £3.68 ph Gross

& Words.....

1) Does your employee have a P45 YES. Please send to us. Do not complete any sections of the P45 as we file electronically with HMRC

2) NO. My employee does not have a P45. (NO P45 Please circle the One statement that applies to your employee)

A) This is my first job since 6 April and I have not been receiving taxable jobseeker's allowance or taxable incapacity benefit or a state or occupational pension.

B) This is now my only job, but since last 6 April I have had another job, or have received taxable jobseekers' allowance or incapacity benefit. I do not receive a state or occupational pension.

C) I have another job or receive a state or occupational pension.