

## STARTER PACK - EMPLOYER DETAILS

The details of the Person/Company who will be actually employing the employees  
(ALL the information below is essential)

Employer/Company Name	On behalf of / Alternative Contact Name <small>(Please delete where applicable)</small>
National Insurance No.:	
Date of Birth:	
Address:	Address:
Postcode:	Postcode:
Phone Number:	Phone Number:
Email:	Email:

<b>HMRC Registration</b>		Are you registered with HMRC?	Y	N
If Yes	PAYE Ref Number <small>(This number is provided by HMRC and is in the format of 999/AA99999)</small>			
	Accounts Office Ref Number <small>(This number is provided by HMRC and is in the format of 999PA99999999)</small>			

<b>Are you transferring this payroll from another Agent?</b>		Y	N
If Yes	Have you requested the transfer details? <small>(If not a Transfer Letter template is available from us - on request)</small>	Y	N
	Name of previous Agent	Contact Number	

Payroll Information (Please select all relevant boxes)							
Payroll Frequency <small>(How often will you pay your employee) Please tick one</small>	Monthly		4 Weekly		Bi-Weekly		Quarterly
Method of Payment to employee	Bank Credit		Cheque		BACS		Cash
Type of Payroll	Managed Care/3 <sup>rd</sup> Party		Client Cont. per week	£	Self-Managed		Direct Debit
<b>Funding Council</b> <small>(where applicable)</small>							

I will send Epayrolluk Ltd timesheets of the employees on the agreed dates for processing	<b>OR</b>	The employees will basically work the same hours every period and therefore will be processed in advance and posted to me directly
Email Option	<b>OR</b>	Paper Option