

**NEW EMPLOYER PAYE SCHEME FORM**

**Please complete this form in BOLD CAPITALS**

BUSINESS NAME:

HMRC PAYE Reference Number:

HMRC Accounts Office Ref Number:

Unique Tax Reference Number:

Pay Date of Organisation:

Pay period (e.g. calendar month):

CONTACT DETAILS:

CONTACT NAME:

ADDRESS:

TOWN: COUNTY: POSTCODE:

TEL NO: EMAIL:

I agree to provide any additions, amendments or alterations to the payroll in writing 10 days prior to pay day.

Signed: Date:

**This form must also be signed by the person who is to be the authorised signatory for the organisation.**

Director/Owner/Manager: Date:

BANK DETAILS

NAME OF BANK:

ACCOUNT NUMBER: SORT CODE: / /

ACCOUNT NAME:

PAYMENT REF: (if supplied by the bank)