**New Employer Form**

***Please ensure all sections are complete as incomplete forms may be returned or cause delays.***

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| **Start Up Information** |
| Local Office Name  |  |
| Area Code |  |
| Date Referred to Penderels Trust Payroll? | Click enter a date. |
| Start Date | Click enter a date. |
| HMRC PAYE Reference: |  |
| Accounts Office Reference: |  |
|  |
| **Customer Contact Details** |
| Full Name |  |
| Address |  |
| Town |  |
| Postcode |  |
| Email Address |  |
| Home Telephone | Landline:  | Mobile:  |
| Date of Birth |  |
| National Insurance Number |  |  |  |  |  |  |  |  |  |
| Is this person under 16? | Click & Choose |
|  |
| **If under 16, name of Parent/Guardian who will be managing the account** |
| Full Name |  |
| Address |  |
| Town |  |
| Postcode |  |
| Telephone  | Landline: | Mobile: |
| Email Address |  |  |
| Relationship to customer |  |
| National Insurance Number  |  |  |  |  |  |  |  |  |  |
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| **If this person is aged 16+ and are supported by another person please complete this section** |
| Full Name |  |
| Address |  |
| Town |  |
| Postcode |  |
| Telephone  | Landline: | Mobile: |
| Email Address |  |  |
| Relationship to customer |  |

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| **Pay Cycle** |
| 4 Weekly | Click & Choose  |
| Monthly | Click & Choose |
| Other (specify) | Click & Choose |

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| **Additional Information** |
| Transferring from another payroll provider? | Click & Choose  |
| If yes, name of the provider |  |
| Registered with HMRC as a Domestic or Carer Scheme? | Click & Choose |
| Staff auto enrolled in a pension scheme? | Click & Choose |

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| **Pay Rates** |
| Weekday (Mon – Fri) |  |
| Saturday |  |
| Sunday |  |
| Sleep in night |  |
| Waking night |  |
| Other/Live in |  |
| Bank Holiday |  |
| Expenses |  |

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| **PAs paid by** |
| Service User direct (bank transfer or pre-payment card) | Click & Choose  |
| Pre-payment card held by Penderels Trust | Click & Choose |
| Managed Account held by Penderels Trust | Click & Choose |
| BACS transfer via Penderels Trust | Click & Choose |

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| **Signatures** |
| Customer/Representative | Click enter a date. |
| Penderels Trust Staff | Click enter a date. |

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| **Payroll Bureau Use Only** |
| Date received by payroll | Click enter a date. |
| Reference guide sent |  |
| Company number |  |
| Group code |  |
| PAYE reference number |  |
| Collection reference |  |