**New Employer Form**

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

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

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

|  |  |
| --- | --- |
| **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. |

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