



# New Employer Form

Company/Organisation Name	
Address	
Contact details – phone/email	
Contact Name at organisation	
Sole Trader/Limited Co/Partnership/Charity etc	
Number of Employees	
Payroll Scheme Start Date	
UTR Number (if applicable)	
NI Number (if Sole Trader)	
Company Number (if applicable)	
Pay dates/Cut of date	
How to send payslips/information	
When was the last RTI completed	
What system/package is being used	
HMRC log in ID & Password	
PAYE Reference	
Accounts Office Reference	
PAYE district/Office	
Pay method – Cash/BAC's/Cheque	
Is there a company pension scheme	
Pension Scheme information inc employer/employee contributions	
Notes including issues with Tax Codes, special requests etc	

Form provided by Payright Payroll Ltd

1<sup>st</sup> Floor, 12 St John's Way, St John's Business Estate, Downham Market, Norfolk, PE39 0QQ  
 info@payrightpayroll.co.uk 01366 384642 www.payrightpayroll.co.uk