

Company Name:

Address:

Contact Name

Telephone Number

Pay Method
(eg cash, cheque, BACS)

Payroll Frequency
(eg weekly, monthly)

Paydate/Pay Day
(eg Last working day of month,
Friday, 25 of month,etc)

PAYE Reference
(eg 123/BD12345)

Collection Reference
(eg 123PN00009876)

Corporation Tax reference or UTR Number