

## Payroll Service: Employer Details

Please complete the following information to set up your payroll account.

### Organisation Information

Name of Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

### Payroll Requirements

Email for Payslips and Reports: \_\_\_\_\_

Pay Day (e.g. 25th of the month): \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

### Regulatory Details

Employer's HMRC Reference No: \_\_\_\_\_

Employer's Accounts Office Reference No: \_\_\_\_\_

Pension Provider: \_\_\_\_\_

Pension Scheme Number: \_\_\_\_\_

### Authorisation

I hereby request BCA to process our payroll starting from the following date:

Start Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*On receipt of this form, BCA will issue you a payroll 'Letter of Engagement'.*

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