

Willows Accountancy Limited

Company Details Form

To be completed by the employer

Company Name	
Company Address	
POST CODE	
Employer PAYE Reference Your Employer's PAYE Reference is on any correspondence from HMRC regarding PAYE. The reference is in the format 123/AB12345	
Employer Accounts Office Reference Your Employer's Accounts Office Reference is on any correspondence from HMRC regarding PAYE. The reference is in the format 123PA00045678	
Secure Email Address We send all payroll paperwork, including pay-slips to this email address.	
Pay Frequency (I.e. Fri, Sat, Last working day in month etc).	
Pay period that the pay will cover I.e That current weeks Mon-Fri or 1 – 31 st etc	
Do your employees work a week in hand?	
Holiday Entitlement Runs From (Jan – Dec or April – Mar)	
Company Holiday Entitlement (Statutory Minimum, including bank holidays?)	
To stay GDPR Compliant you can provide your employees access to online payslip's through secure sage software. If you do not want this service, please circle NO.	Would you like GDPR Compliant Payslips? YES / NO A charge for this service will apply, Please get in touch for a price.

Please note – Employers are expected to keep their own employees holiday taken record.

General Data Protection Regulation

Willows Accountancy Ltd will use this information to upload onto our payroll software and the information above transmitted to HMRC and NEST to comply with Real Time Information legislation and legislation set by the Pensions Regulator with regard to workplace pensions. For further information please refer to the privacy policy on our web site (willowsaccountancy.co.uk). You can withdraw this consent at any time.

Willows Admin Purposes *P32 Set up with Company master sheet set up? *PAYE Authorisation Requested on HMRC *Timesheet set up and sent to client? *Work place pension tick sheet rec'd back? *Staging/Duties Date ? *Workplace Pension Duties met? *Company on status with payment dates? *HMRC Payroll Authorisation Requested *Eligible for small employers relief – NI less than £45k *Eligible for Employers Allowance (Not Director only Co's) *If taken over from Previous accountant ensure YTD Figures on employee record and pension on sage done manually (ask NW)	DD / MM / YY Yes/No Yes/No Yes/No DD / MM / YY Yes/No Yes/No Yes/No Yes/No Yes/No
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