

Month 1 Set Up Information

Company Information

- a. Full company name
- b. PAYE reference number
- c. Tax district
- d. Pay date and pay frequency
- e. BACS number if applicable
- f. Points of contact for sending and receiving payroll changes/information

Employee Details as at Month 1

- a. Full names and addresses
- b. Start dates and dates of birth
- c. NI numbers and NI codes
- d. Tax Code operated in Month 12/Week 52 plus any notices of coding for the new tax year
- e. Allocation of employees between divisions and departments – if applicable
- f. Annual salaries, hourly rates and the overtime rates
- g. Contracted number of hours per week – if applicable
- h. Details of pension contributions (detailing if they are gross or net deductions)
- i. Details of any standard loans and deductions
- j. Details of student loans, SMP, SSP and SPP

Please contact Tracy Anderson (020 7498 1133 or tja@paycheck.co.uk) prior to submitting the Set Up Information.

