

Set Up Information Required to Take Over an Existing PAYE Scheme Part Way Through a Tax Year

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

Details for all employees including leavers during the current tax year.

- a. Full names and addresses
- b. Employee numbers
- c. Start dates and dates of birth
- d. NI numbers and NI codes
- e. Tax Code operated in the final pay period
- f. Allocation of employees between divisions and departments
- g. Annual salaries, hourly rates, weekend rates and overtime rates
- h. Details of pension contributions (detailing if they are gross or net deductions)
- i. Details of any standard loans and deductions – if applicable
- j. Details of student loans and maternity pay, paternity pay and statutory sick pay
- k. Year to date summary detailing tax, employers and employees National Insurance to include the details of lower earnings limit, earnings threshold etc. for all employees including any leavers since Month 1
- l. Total of tax and National Insurance paid over to the Revenue in respect of the current tax year
- m. Copies of the previous months payslips
- n. P35 printout for the current tax year.

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

