



CUSTOMER SETUP DETAILS



Cumbria Payroll Services Ltd

CUSTOMER SETUP FORM NOTES

Customer Details

The first section on page 1 is the details of the business, this is followed by Contact details. The contact details should be the person or persons who we are authorised to receive payroll processing instructions from and discuss the business payroll with.

HMRC Details

If you are a new employer or do not have a PAYE scheme set up, indicate Yes on the New Employer setup required question and ignore the two reference lines.

If you are an existing employer please enter your HMRC accounts office reference and your PAYE reference on the appropriate lines.

Payroll Details

Payment Method: Please indicate how you normally pay your employees.

Pay Cycle: Please identify if you pay your employees weekly, four weekly or Monthly. If you use any other period please write it down.

Pay Date: This is the date that will be printed on the Payslips i.e.: every Friday or last day of the month etc.

Number of employees: This should be the average number of employees paid in each payroll run.

Other Details: Please give any other details we need to know to process your payroll.

BACS Details

Only complete this page if you want Cumbria Payroll Services to pay you employees directly using the BACS system.

SUN: This is the Service User Number that has been issued to you by your bank.

BACS Credit Limit: This is the limit for any one BACS run you will have agreed with your bank.

BACS Bureau No: This is our BACS Bureau number which you need to provide your bank with to allow us to process BACS payments on your behalf.

Company Bank Details

These account details are for the account you wish to be debited with the total amount paid to your employees.

Employee Bank Statement Reference: Please indicate here what reference you want to be shown on employees bank statements.

Customer Bank Statement Reference: This is the reference that will appear on your bank statement when employees are paid and a debit to you is made.

HMRC Payment Details

Please indicate if you require the monthly PAYE payment to be made by BACS

Payment date required: Please state the date you want the PAYE payment to be made.

This date is usually the 19th of the month in which the PAYE period ends.

Employers Details

Please complete the employers details page with the details of the sole trader or partners who own the business. This is particularly important if you require us to set up a new PAYE scheme as HMRC will require these details.

Existing Employee Details

If you have printed details of your employee details these can be provided instead of completing our employee details forms.

Otherwise please complete our Existing Employee Details forms.

Please provide one page for each employee showing the details required. If the payment by BACS service is required please fill in the employee bank details on the reverse side of the form.

If the processing service is to be taken over by us during the tax year, a P11 statement should be provided showing all payments made that tax year to date. If this is not available please contact us for further advice.

If you require any help or advice on completion of the forms please call 01228 402010 and we will assist you with any queries you may have.

As soon as you have completed the set up forms please return them to us at:

**Cumbria Payroll Services Ltd
54 Warwick Road
Carlisle
Cumbria
CA1 1DR**

When we have received your forms and completed the setup process we contact you to confirm setup is complete and we are ready to process your payroll.

Customer Details

CPSL

Business Name

Address

Postcode

Telephone

Facsimile

E-Mail

Co Registration no.

(If applicable)

Contact Details

Name

Address

(if different from above)

E-Mail

(if different from above)

Telephone

(if different from above)

Mobile

(For emergency use only)

HMRC Details

New Employer Setup required Yes/No or existing details below:

Accounts Office Reference

Employer PAYE Reference

/

PAYROLL Details

Payment Method

Cash / Cheque / BACS / Credit Transfer

Payslip Method

Printed payslip / Sent by email

Pay Cycle

Weekly / 4 Weekly / Monthly

Pay Date

Number of employees

Other Details

BACS Details

(Only complete this section if payment by BACS is required)

SUN (Service User Number)

BACS Credit Limit

£ _____

BACS Bureau No.

B30368 _____

Company Bank Details

Bank Name

Address

Postcode

Account Name

Account No.

Bank Sort Code

_____ - _____ - _____

Employee Bank Statement Reference:

(Max 18 Characters)

Customer Bank Statement Reference:

(Max 13 Characters)

HMRC Payment Details

Do you require HMRC paid by BACS? Yes / No

Payment date required

Accounts office name

HMRC PAYE _____

Sort Code

08 - 32 - 10 _____

Account Number

12001039 _____



EXISTING EMPLOYEE DETAILS

Business Name

Surname

First name(s)

Title

Mr / Mrs / Miss / Ms / Other:

Address

Email Address

Date of Birth

Start Date

National Insurance No.

Job Title

Rate of Pay

£

per

Current Tax Code

Current year to date earnings as at: / /

No need to complete this section if services are required to start from week/month 1

Gross Pay £

Tax Paid £

Please provide a copy of the P11 statement showing earnings in this tax year.

Student Loan to be deducted

Yes / No

Pension Scheme Deductions

Yes / No

If yes, please provide details on a separate sheet.

Any other deductions to be made: (CSA, council tax order etc.)

Other Information

Only complete this page if payment by BACS is required.



BACS Payment Details

Employee Name _____

National Insurance No.

Bank or Building Soc: _____

Building Society Roll No: _____
(if Applicable)

Account No:

Sort Code:



Employers Details

Director 1/Partner 1/Sole Trader

First Names: _____

Surname: _____

Address: _____

UTR (Unique Tax Reference):

National Insurance Number:

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Date of Birth _____

Director 2/Partner 2

First Names: _____

Surname: _____

Address: _____

UTR (Unique Tax Reference):

National Insurance Number:

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Date of Birth _____

Director 3/Partner 3

First Names: _____

Surname: _____

Address: _____

UTR (Unique Tax Reference):

National Insurance Number:

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Date of Birth _____