

**Tel No. 01245 322808 / 01245 321267**

TO SET UP A PAYE SCHEME - You will need the following information

Date	
Business Name	
Trading Name (if different)	
Type of Business	
Business Address	
Contact Tel No	
Nature of Business	
If Limited Company – Registered Office	
- Registration No.	
Date of Incorporation	
Number of Directors	
Name, National Insurance No, and DOB of Director(s)	
Number of Employees	
If Sub-contractors, how many	
Date 1 <sup>st</sup> employee started	
Date 1 <sup>st</sup> employee has been paid	
Correspondence Address	
Remittance Address	
Paying Monthly or Weekly	
Computerised System or Manual	