



NEW PAYROLL SET-UP FORM

Business Name

Address

Post Code

Telephone No

Fax No

E-Mail Address

Web Site

PAYE Reference

Tax District Name

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Frequency of Payroll Please tick

Weekly		2-Weekly		4-Weekly		Monthly	
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Approximate No. of Employees

Weekly		2-Weekly		4-Weekly		Monthly	
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Payments Made By Please tick

Cash		Cheque		Giro		BACS	
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Departments (optional)

1	
2	
3	
4	
5	

Do you round net pay to the nearest £?

Yes		No	
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Do you operate a pension scheme ?

Yes		No	
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What day will employees be paid?

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How will you submit pay details?

Fax		Phone		Post		E-Mail	
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On what day can you submit details?

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On what date should the payroll start?

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Who can authorise pay details?

Contact 1

Contact 2

Contact 3

Name	Position	Password

Where do you want the Inland

Revenue to send payroll information?

When is your financial year end?

To you at the above address	
Direct to Amlink	

The provision of payroll services is subject to our standard terms and conditions. Payroll is charged on a quarterly basis based on the number of employees at the start of each quarter. Our charges are due for payment within 30 days of the start of each quarter.

Authorised By

Print Name

Signature

Dated
