Client Care Team Tel : 01942 811767

Client Care Team Fax : 01942 812294

PAYEpeople

Client Detail Form

(L = Letter, N = Number)

Client (1) Name		NI Number	
Client (2) Name		NI Number	
Client (3) Name		NI Number	
Client (4) Name		NI Number	

Trading Name

Trading Address 1

Trading Address 2

Trading Address 3

Postcode

Trading Style (Please Tick)

- Sole Trader
- Partnership
- LTD Company

LTD Co Date of Incorp

LTD Co Reg No

Home Address 1

Home Address 2

Home Address 3

Postcode

Main Phone No.

Home Phone No.

Mobile No.

Fax No.

Email

Corporate Name

Date of Commencement at Site

First Pay Date

Regular Pay Date

Comments

Payment Method

- Cash
- BACS
- Cheque

No. of Employees

Weekly Emps		2-Weekly Emps	
Monthly Emps		4-Weekly Emps	

Will Staff Be Paid Current Week? Yes / No

P.A.Y.E. Tax Office District (if already trading):

P.A.Y.E. Tax Office Reference (if already trading):

Name Of Approved Contact At Site:

Office Use Only

Supervisor Checked

Approved By (Manager)