

PP use only



Payroll Service Application

✓ Tick to indicate

Standard Direct Payment

Self Directed Support
Personal Budget Service
User

Managed Account

Service User Name	Enter full name of proposed service user
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Circle to indicate

Blackpool	Bury	Nottingham	Oldham	Tameside	Trafford	NHS
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Fill out all the information required
Do not detach any of the pages
Return the whole booklet to PayPartners
with your I.D.

www.pay-partners.co.uk

Payroll Service APPLICATION – To be completed in ALL cases

Service Commencement Date	_ _ _ / _ _ _ / _ _ _ _ _
Support Hours per Week	

THE SERVICE USER - Must be completed in ALL cases

Surname		Title	Mr/Mrs/Ms/Miss
Forename(s)			
Address:			
Post Code		Tel No	
Date of Birth	_ _ / _ _ / _ _ _ _	Gender	Male / Female
Child/Adult		NI number	

NOMINATED CONTACT - To be completed ONLY if the Service User above is a child or an adult unable to administer their affairs


Surname		Title	Mr/Mrs/Ms/Miss
Forename(s)			
Address:			
Post Code		Tel No	
Date of Birth	_ _ / _ _ / _ _ _ _	NI number	
Relationship to the Service User	Spouse Husband/Wife	Sibling Brother/Sister	Child Son/Daughter
		Parent Father/Mother	Other

PAYROLL SERVICE AGREEMENT BETWEEN - Must be signed in ALL cases

- (1) **PayPartners Ltd**, Lancastrian Office Centre, Talbot Road, Stretford, Manchester M32 0FP ("PayPartners Ltd") and
- (2) **The Service User (named on page 1) of the Direct Payment Payroll Service** ("the Service User")

IN WITNESS whereof the duly authorised representatives of PayPartners Ltd and the Service User have hereunto set their hands the day and year first before written

Signed by for and on behalf of PayPartners Ltd

Signature	
Printed Name	Stephen R Moreton
Date	DD/MM/YYYY

Signed by for and on behalf of the Service User or Nominated Contact

Signature	
Printed Name	
Date	

WE NEED SOME IDENTIFICATION!

In common with all accountancy and legal practices, PayPartners is required by the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2007 to:

- Maintain identification procedures for clients and beneficial owners of clients
- Maintain records of identification evidence and the work undertaken for the client, and
- Report, in accordance with the relevant legislation and regulations

PayPartners is required to verify ALL our Clients and the Service Users we work with. We do this by checking acceptable I.D. You need to supply either one document from section A or alternatively one document from section B plus one document from section C.

Acceptable ID is an "in date" Government issued document with a photograph such as a passport or a driving licence. Where this is not available then we require an "in date" Government issued document with no photograph accompanied by one utility bill.

Supply ONE of the documents listed in Section A

SECTION A	
A Government issued document which incorporates your full name and photograph and either residential address or date of birth	• Valid Passport; Valid photo-card driving licence
	• National Identity card (non UK Nationals)
	• Firearms certificate or shotgun licence
	• Identity card issued by the Electoral Office for Northern Ireland

WE NEED SOME IDENTIFICATION! (continued)

Alternatively, supply **ONE** of the documents listed in **Section B plus ONE** from **Section C**

SECTION B	
A Government issued document (without a photograph) incorporating your full name	<ul style="list-style-type: none"> • Valid (old Style) full UK driving licence • Recent evidence of entitlement to a state of local authority funded benefit (including housing and council tax benefit), tax credit, pension, educational or other grant
SECTION C	
A second document which should be either Government issued, or issued by a judicial authority, a public sector body or authority, or issued by another FSA regulated firm in the UK financial services sector or in a compatible Jurisdiction. This document MUST SHOW your full name and either residential address or date of birth	<ul style="list-style-type: none"> • Instrument of a court appointment (such as liquidator or grant probate) • Current Council Tax demand letter or statement. • Current bank statement, or credit/debit card statement issued by a regulated financial sector firm in the UK, EU or comparable jurisdiction (but NOT printed off the internet) • Utility bill (but NOT printed off the internet)

How to present your documents:

- Posting the original(s) with this application (recorded post recommended especially for Passports – which we will copy & return to you by recorded post).
- Posting a verified copy of the original(s) - a verified copy is one that shows an original signature of a Solicitor or Accountant for example but **NOT** a family member.
- By personal representation at our offices: Third Floor, Lancastrian Office Centre, Talbot Road, Stretford, Manchester M32 0FP, between 8.30 a.m. and 5.00 p.m.



PayPartners offers you an easy way to pay for our service. Where you are responsible for payment because the money to do this is included in your personal budget then we will collect this from you by Direct Debit. You will be issued with an invoice each time we process a payroll and this will tell you when we will collect our fee.

If you are coming to PayPartners on our Managed Account service and you are required to make a contribution to your budget then we will collect this from you using Direct Debit.

Direct Debit is a quick and easy way to make payments to PayPartners. Any payments made to us using this method are covered by the Direct Debit Guarantee. There is an Direct Debit mandate form on page 15 of this application.

Proceeds of Crime Act 2002 and the Money Laundering Regulations 2007 – Client Questionnaire (Individual) – ‘The Service User’ must be completed in ALL cases

	The Service User	Your Partner (if applic.)
Full Name		
Date of Birth		
Nationality		
Gender	Male / Female	Male / Female
National Insurance Number		
Address 1		
Address 2		
Town		
Post Code		
Sources of Capital e.g. investments, savings		
Sources of Income e.g. wages from working, a pension scheme, investments, Local Authority (Direct Payments)		
Are you or have you been subject to Bankruptcy proceedings?	YES / NO	YES / NO
Are you or have you been a disqualified Company Director?	YES / NO	YES / NO
Any other business interests/connected businesses/sources of income?	YES / NO	YES / NO
If you (or you partner) are employed please complete the details below		
Employers Name		
Nature of Business		
PAYE ref number		

PA Number 1 - Starter Form

Service User name		
Service User Tel number	Landline	Mobile
PA Start Date		

1. New PA Details

Surname			Title	Mr/Mrs/Miss/Ms										
Forename(s)	First Forename		Second Forename											
Address 1														
Address 2														
City			Post Code											
Date of Birth			Gender	MALE / FEMALE										
Tel Number	Landline		Mobile											
National Insurance Number	e.g. A	B	1	2	3	4	5	6	C					
Passport Number			Nationality											
Bank Name			Bank Branch											
Sort Code						Account Number								
Account Name														

2. Hours to be worked

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Total
Hours								

3. Payment Rate	Standard Rate		Other 1		Other 2	
Pay Rate per Hour	£		£		£	
Pay Frequency	As/When	✓	4-Weekly	✓	Monthly	✓

The Service User authorises PayPartners to add the above person to their payroll and make payments to them in accordance with hours notified by me.

Signed (New PA)	
Today's date	

PA Number 1 - Tax Statement concerning This Employment

TICK ONE that applies to you and follow the instruction given in the response.
This will help us to tax you correctly.

- I have a P45 from a previous employer and have enclosed it with this form
Response - we will apply the code on your P45 to your record
- I will have a P45 from a previous employer and will send it on when I receive it
Response - complete the starter statement below. Send the P45 to us when you receive it
- I do not have a P45
Response - complete the starter statement below
- I am a student working ONLY in the holidays (Summer, Xmas, Easter)
Response - complete the starter statement below
- I am a student working during term time and holidays
Response - complete the starter statement below

Starter Statement (substitute P46/P45)

Your present circumstances. Please read all the following statements (A, B and C) and enter 'X' in the **ONE** box that applies to you.

- A** - This is my first job since 6th April last and I HAVE NOT been receiving taxable Jobseekers Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.
- B** - This is now my only job, but since 6th April last I HAVE had another job, or have received taxable Jobseekers Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension.
- C** - I have another job or receive a state or occupational pension.

Please also consider the following statement

If this applies to you then enter 'X' in the box

- D** - Student Loans (advanced in the UK). If you left a course of UK Higher Education before last 6th April and received your first UK Student Loan instalment on or after 1st September 1998 and you have not fully repaid your Student Loan enter 'X' in the box. Do not enter 'X' if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.

I confirm the information I have placed an 'X' against above is correct.

Name (Printed)			
Signed		Date	

PA Number 2 - Starter Form

Service User name		
Service User Tel number	Landline	Mobile
PA Start Date		

1. New PA Details

Surname					Title	Mr/Mrs/Miss/Ms			
Forename(s)	First Forename				Second Forename				
Address 1									
Address 2									
City					Post Code				
Date of Birth					Gender	MALE / FEMALE			
Tel Number	Landline				Mobile				
National Insurance Number	e.g. A	B	1	2	3	4	5	6	C
Passport Number					Nationality				
Bank Name					Bank Branch				
Sort Code									
Account Number									
Account Name									

2. Hours to be worked

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Total
Hours								

3. Payment Rate

	Standard Rate		Other 1		Other 2	
Pay Rate per Hour	£		£		£	
Pay Frequency	As/When	✓	4-Weekly	✓	Monthly	✓

The Service User authorises PayPartners to add the above person to their payroll and make payments to them in accordance with hours notified by me.

Signed (New PA)	
Today's date	

PA Number 2 - Tax Statement concerning This Employment

TICK ONE that applies to you and follow the instruction given in the response.
This will help us to tax you correctly.

- I have a P45 from a previous employer and have enclosed it with this form
Response - we will apply the code on your P45 to your record
- I will have a P45 from a previous employer and will send it on when I receive it
Response - complete the starter statement below. Send the P45 to us when you receive it
- I do not have a P45
Response - complete the starter statement below
- I am a student working ONLY in the holidays (Summer, Xmas, Easter)
Response - complete the starter statement below
- I am a student working during term time and holidays
Response - complete the starter statement below

Starter Statement (substitute P46/P45)

Your present circumstances. Please read all the following statements (A, B and C) and enter 'X' in the **ONE** box that applies to you.

- A** - This is my first job since 6th April last and I HAVE NOT been receiving taxable Jobseekers Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.
- B** - This is now my only job, but since 6th April last I HAVE had another job, or have received taxable Jobseekers Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension.
- C** - I have another job or receive a state or occupational pension.

Please also consider the following statement

If this applies to you then enter 'X' in the box

- D** - Student Loans (advanced in the UK). If you left a course of UK Higher Education before last 6th April and received your first UK Student Loan instalment on or after 1st September 1998 and you have not fully repaid your Student Loan enter 'X' in the box. Do not enter 'X' if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.

I confirm the information I have placed an 'X' against above is correct.

Name (Printed)			
Signed		Date	

Money Laundering Regulations and Identification Procedure
Social Worker/Direct Payment Support Worker Form

To PayPartners Ltd

I, _____ employed by _____ council as
 a _____, can verify and confirm for the service user named
 below (tick each statement):

1	I have met the proposed service user named below	✓
2	The proposed service user lives at the address below (where the payroll account will be registered)	✓
3	The proposed service user is/will be entitled to a direct payment/ILF payment to fund social care	✓
4	I have enclosed a utility bill confirming 2 & 3 above	✓

Name of Service User	
Service User address	
Post Code	

Signed	
Print Name	
Date	

Employer's PAYE reference (see Notes on page 2)

 /

Accounts Office reference (see Notes on page 2)

 P
Please read the notes on page 2 before completing this authority

Enter your name - use capital letters

 *

I, the above, authorise my agent to use PAYE online and/or CIS online services to receive information over the Internet from HM Revenue & Customs (HMRC) on my behalf.

Name of agent

PayPartners Ltd

Tick one or both of the following

 I authorise the agent named above to use PAYE online services to receive information over the Internet from HMRC on my behalf

 I am a contractor in the Construction Industry Scheme and wish to authorise the agent named above to use the CIS online services to receive information over the Internet from HMRC on my behalf
Agent's details

Address

 PayPartners Ltd
 Lancastrian Office Centre
 Talbot Road, Stretford
 Manchester

Postcode

M32 0FP

Contact name

Direct Payments Payroll Manager

Phone number

Fax number

Email address

PAYE Agent ID Code

 Agent's Government Gateway Identifier
You need to get this from your agent
Employer/contractor details

Name

 *

Address

 *

Postcode

 *

 Are you registered as an organisation on the Government Gateway? No Yes

If you are registered, you can complete your agent authorisation at the Government Gateway instead of using this paper form. We can update your records quicker if you use this method.

Signature

 *

Date DD MM YYYY

 *

Notes

This form FBI2 can only be used to authorise accepting information over the Internet.

Please send the completed form to:

HM Revenue & Customs
Central Agent Authorisation Team
Benton Park View
Longbenton
NEWCASTLE UPON TYNE
NE98 1ZZ

If your agent is registered, they can use the **Online Agent Authorisation** service to complete this authorisation online. It can save time and reduce the chances of error.

Please use form 64-8 if you want to authorise an agent to act on your behalf generally, in connection with Self Assessment or other HMRC matters.

Go to www.hmrc.gov.uk/online for more information about our Online services.

Reference numbers

Employer PAYE reference - This can be found on correspondence you receive from your HMRC office, for example forms P6, P9, P35.

Accounts Office reference - This can be found on the yellow payslip booklet P30BC sent to you by your HMRC Accounts Office.

Who should sign the form

It depends what type of employer you are. See the guidance below.

Type of employer/contractor	Who signs the form
Individual	You
Companies	The secretary or any other responsible officer of the company
Partnerships	The partner responsible for the partnership's affairs It applies only to the partnership. Individual partners need to sign a separate authority for their own affairs
Trusts	One or more of the trustees

How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime. We may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to www.hmrc.gov.uk and look for *Data Protection Act* within the Search facility.

1 Who should sign the form

If the authority is for

You, as an individual

A Company

A Partnership

A trust

Who signs the form

You, for your personal tax affairs

The secretary or other responsible officer of the company

The partner responsible for the partnership's tax affairs. It applies only to the partnership. Individual partners need to sign a separate authority for their own tax affairs

One or more of the trustees

2 What this authority means

• For matters other than VAT or tax credits

We will start sending letters and forms to your agent and give them access to your account information online. Sometimes we need to correspond with you as well as, or instead of, your agent.

For example, the latest information on what Self Assessment (SA) forms we send automatically can be found on our website, go to www.hmrc.gov.uk/sa/agentlist.htm or phone the SA Helpdesk on **0845 9000 444**.

You will not receive your Self Assessment Statements of Account if you authorise your agent to receive them instead, but paying any amount due is your responsibility.

We do not send National Insurance statements and requests for payment to your agent unless you have asked us if you can defer payment.

Companies do not receive Statements of Account.

• For VAT and tax credits

We will continue to send correspondence to you rather than to your agent but we can deal with your agent in writing or by phone on specific matters. If your agent is able to submit VAT returns online on your behalf, you will need to authorise them to do so through our website. For joint tax credit claims, we need both claimants to sign this authority to enable HM Revenue & Customs to deal with your agent.

3 How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information

- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to www.hmrc.gov.uk and look for *Data Protection Act* within the *Search* facility.

4 Multiple agents

If you have more than one agent (for example, one acting for the PAYE scheme and another for Corporation Tax), please sign one of these forms for each.

5 Where to send this form

When you have completed this form please send it to:

**HM Revenue & Customs
Central Agent Authorisation Team
Longbenton
Newcastle upon Tyne
NE98 1ZZ**

There are some exceptions to this to help speed the handling of your details in certain circumstances. If this form:

- accompanies other correspondence, send it to the appropriate HM Revenue & Customs (HMRC) office
- is solely for Corporation Tax affairs, send it to the HMRC office that deals with the company
- is for a High Net Worth or an expatriate customer, send it to the appropriate High Net Worth Unit or the Manchester Expat Team
- accompanies a VAT Registration application, send it to the appropriate VAT Registration Unit
- has been specifically requested by an HMRC office, send it back to that office.

PayPartners

PayPartners Ltd, Lancastrian Office Centre, Talbot Road,
Stretford, Manchester M32 0FP

Tel: 0161 864 1625: Freephone: 0800 515 620

Fax: 0161 872 2444

E-mail: payroll@pay-partners.co.uk

Checklist - All items (except where marked *) must be completed as 'Yes' for PayPartners to process this payroll service application.

Item	Page Number	Completed
Completed application form	2	Yes / No
Signed Agreement	3	Yes / No
Attached ID in accordance with requirement	3 & 4	Yes / No
Completed Questionnaire	5	Yes / No
Completed details for PA 1 plus tax statements	6 & 7	Yes / No
Completed details for PA 2 (if applicable) plus tax statements	8 & 9	Yes / No
Social Worker to Complete declaration in lieu of ID issues*	10	Yes / No
Completed HMRC document FBI 2	11	Yes / No
Completed HMRC document 64-8	13	Yes / No
Completed Direct Debit Mandate	15	Yes / No

www.pay-partners.co.uk

PAYP1034 Iss 2 12/2012