

## SME Client Details & Fact Finding Checklist for Payroll Take on

### 1. Company Details (MUST BE COMPLETED)

Registered Name			
Trading Name			
	Registered Address	Main Trading Address	
Line1			
Line2			
Line 3			
Line 4			
Post Code			
Telephone No			
Fax No			
Website			
Generic e-mail address			
Nature of Business			
Type of Business	PLC/Limited Company/Partnership/Sole Trader		
Company No		Country of Registration	
Partnership No			
VAT registered?	Yes / No	Vat Reg Number	
Annual Turnover	£	Number of years trading	
Beneficial Owner Name			
Beneficial Owners NI Number			
Number of Directors			

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### 2. Company Bank Details (MUST BE COMPLETED)

Bank Name	
Bank Branch	
Sort Code	
Account Number	
Account Name	

### 3. Payroll Contact Details (MUST BE COMPLETED)

Payroll contact name		
Payroll contact tel no		
Payroll contact e-mail		
Invoice address		
	Post Code	

### 4. Payroll Payment Details (MUST BE COMPLETED)

Pay frequency	Weekly/Monthly/4-weekly/2-weekly
Pay Day / Pay Date	
Day's worked in the week	Mon/Tue/Wed/Thu/Fri/Sat/Sun
Standard hours per week	
Initial number of employees	

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### **5A. Tax Office Details (ONLY if you are transferring your current payroll to PayPartners, otherwise ignore)**

PAYE ref number	
Accounts office ref number	

### **5B. Tax Office Details Registration (Must complete if you are a new employer and require a PAYE scheme)**

Company UTR Number	
Primary Directors Name & NI number	
First pay day	
How many employees do you expect to have in the first year?	
Will you be employing any subcontractors?	

### **6. BACS Details (ONLY if you have a Service User Number [SUN] and wish to transfer to PayPartners to process your net payments into your employee's bank accounts, otherwise ignore)**

Sponsoring Bank	
BACS user number	
PP Bureau Number	B60625. You will need to contact your sponsoring bank BACS operations team to add yourself to our bureau service.

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### 7. Pensions/Auto Enrolment Pension (MUST COMPLETE EITHER A OR B)

#### A. Current employers transferring to PayPartners

Date your pension duties started (known as the Staging Date).	
Who is your pension scheme provider for auto enrolment duties?	
Who performs the assessment of employees for the auto enrolment scheme and who communicates with the employees?	
How many employees are in your AE scheme? If all, including opt outs, please state "All"	
Does your AE scheme calculate pension on salary only or all qualifying earnings?	
Is your AE Pension Scheme a 'Net Pay Arrangement' or 'Relief at Source' Scheme?	
Did you have employees in a pension scheme prior to your AE duties? Were these employees in a different scheme to that set up for auto enrolment? If so please provide details of the scheme, whether net pay arrangement or relief at source and number of employees.	
Have you filed your declaration of compliance for your initial duties with the Pensions Regulator?	
Have you completed any cyclical re-enrolment duties?	

#### B. New Employers

Have you been given a Staging Date by the Pensions Regulator? If not, your default starting date will be the date your business commenced trading.	
Which pension provider will you be using for your auto enrolment duties?	
Will this scheme be a 'Net Pay Arrangement' or 'Relief at Source' type scheme?	
Do you want to deal with employee assessment and communication or will you require this as part of the payroll process (i.e. PayPartners to complete)?	

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Initial number of employees who will need assessing for auto enrolment	
Will you file your declaration of compliance with the Pensions Regulator yourself or will you require PayPartners to do this on your behalf?	

### 7. I.D Requirements (MUST BE COMPLETED)

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 we work with. **We do this by checking acceptable I.D. 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.

### 8. Proceeds of Crime Act 2002 and the Money Laundering Regulations 2007 – Additional information required

	Your Response
Financial Year End (state month)	
Accounting systems in use	
List of Business Owners or Shareholders	
List of Company Directors or Equivalent	

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List of any other individuals exercising significant influence	
Type and location of main suppliers	
Type and location of main customers	

### 9. Prospective Client Signature (MUST BE COMPLETED)

Sign & Date	
Position within the Company	

Please send or e-mail your completed forms to:

Attn Stephen Moreton, PayPartners, Lancastrian Office Centre, Talbot Road, Stretford, Manchester, M32 0FP

OR

[www.stephen.moreton@pay-partners.co.uk](mailto:www.stephen.moreton@pay-partners.co.uk)

### 10. PP Use (Supplementary documents to be created & issued)

	Date	Issued by
Contract issued		
Set-Up Invoice issued (if applic)		
Payroll forms issued		
Form 64-8 applied for (HMRC on-line)		

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