



EMPLOYER'S DETAILS FOR HMRC

Name to be registered with HMRC.....

Address...

.....Post Code.....

Phone Number.....

Email.....

Name of Advisor.....

Employer NI number:.....

ADDRESS FOR PAYSLEIPS & INVOICES (If different from above)

Name.....

Address.....

.....Post Code.....

(For Office use only)

Managed Account	Yes / No	Account No	<input type="text"/>
Agreement signed	<input type="checkbox"/>	Date	<input type="text"/>
Register as Employer with HMRC	<input type="checkbox"/>	Date	<input type="text"/>
File set up	<input type="checkbox"/>		
Payroll set up on IRIS	<input type="checkbox"/>	Date of First Payroll	<input type="text"/>
Online Authorisation Requested	<input type="checkbox"/>	Date	<input type="text"/>
Letter to Employer to request Authorisation code from HMRC	<input type="checkbox"/>		
Online Authorisation Activated	<input type="checkbox"/>	Date	<input type="text"/>
Entered on invoicing spreadsheet	<input type="checkbox"/>		
Email Business support to include In aims	<input type="checkbox"/>		
Pensions Set up	<input type="checkbox"/>	Date	<input type="text"/>
Labels	<input type="checkbox"/>		