

Employer checklist: Required information



To set up an employer with QXAS for payroll, you will first need fill this employer starter checklist. Use our checklist to organise employer name, PAYE district, NIC Allowance, PAYE reference, and PAYE scheme start date in one sitting. You can download the employee checklist from: <http://www.qxas.co.uk/payroll-outsourcing-for-accountants/employee-checklist>

Employer Name	<input type="text"/>	Bank name	<input type="text"/>
Address	<input type="text"/>	Sort Code	<input type="text"/>
		Account name	<input type="text"/>
Post Code	<input type="text"/>	Account Number	<input type="text"/>
Telephone	<input type="text"/>	Payment Ref. (If supplied by the Bank)	<input type="text"/>
E-mail	<input type="text"/>	Contact Name	<input type="text"/>

PAYE District	<input type="text"/>	Claim NIC Allowance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address	<input type="text"/>	Post Code	<input type="text"/>
		Telephone	<input type="text"/>
PAYE Ref .	<input type="text"/>	PAYE Scheme Start Date	<input type="text"/>
Accounts Officer Ref.	<input type="text"/>	Accounts Office	<input type="text"/>
Unique Tax Ref.	<input type="text"/>	ECON Number	<input type="text"/>
SCON Number	<input type="text"/>		

Additional Information / Notes

<input type="text"/>
<input type="text"/>
<input type="text"/>

Visit www.qxas.co.uk/payroll-outsourcing-for-accountants to learn more about our payroll outsourcing services.

Email qxas@qxglobalgroup.com, call 0870 803 1033 or fill in our [enquiry form](#).