



# R. M. Rahim & Co.

Chartered Accountants & Business Advisers

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## NEW EMPLOYER FORM

Please ensure you have these correct details for your company so we can start the payroll process as efficiently as possible.

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**Business Name:**

**Payroll contact within your company:**

**Contact number and Email:**

**Number of Employees:**

**PAYE Reference Number:**

**Accounts Office Reference Number:**

**Business Address:**

**Postcode:**

**PAYE Scheme Starting Date:**

**Pay Frequency (weekly or monthly):**

**Auto Enrolment Staging Date and Pensions Provider (if known and set up) :**

**Payslip Delivery Preference (circle):** EMAIL

POST

PICK UP AT OFFICE

**Any further details or specific requirements:**