

COMMUNITY ACCOUNTANCY SERVICE LIMITED

EMPLOYERS' DATA SHEET

COMPANY/ORGANISATION NAME

Address

Contact Person

Postcode

Telephone No.

Fax No.

P.A.Y.E.

Tax District
Reference No.

Calculations:

Normal Basic Pay Based on 261ths/365ths

Holidays Based on 261ths

(Please note that holiday pay is normally
calculated on 261ths)

Pay Period: Weekly/2

Weekly/4

Weekly/Monthly

(Delete as appropriate)

Normal pay day/date

Cut off Date:

Normal working week:

No. Hours

Pension scheme Contracting Out Number (if applicable)

How salaries are paid: Cash/Cheque/Bank Autopay/Other (Delete as appropriate)

Do you wish your payroll to be Departmentalised in any way? Yes/No

What pay types need to be catered for?

e.g.

Basic Pay
Overtime
Back Pay
Pay Supplements

What deductions (other than statutory tax and national insurance) do you have?

Pension (contracted out)
Pension (other)
Trade Union subscriptions
Car Loans
Charity subscriptions

Any others?

Signed _____ Date: _____