

## Transferring to Equal Lives Payroll

If you have been running your own payroll and would like Equal Lives to run it for you, there is some information we require before this can happen.

### **We must have the following to run your payroll:**

- Company name and HMRC references (both PAYE and Accounts Office references)
- Personal information of all employees (name, address and date of birth)
- Updated P11 for all employees (paper copies). This shows what you have paid your employee and the breakdown of tax and national insurance. (If you have been running your payroll on Sage you could just send the latest backup)
- Start dates for all employees
- A letter signed by you stating exactly how much tax and national insurance has been paid to date at the time of transferring payroll to us

You can use template 1 (overleaf) to provide this information.

### **The following may also apply:**

- Bank details for all employees if we are holding your funds
- Name and address or contact number of person who previously dealt with payroll if not yourself
- Any documents relating to the payroll such as P46s or P6 tax code changes

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: [info@equallives.org.uk](mailto:info@equallives.org.uk), or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ

## Template 1 - Employer and Employee Details

**Registered Company Name:**.....

**Registered Company Address:** .....

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**HMRC PAYE Scheme Reference:** .....

**HMRC Account Office Reference:** .....

**Employee Name:** .....

**Start Date:** ...../...../.....

**DOB:** ...../...../.....

**Employee Payroll Number:** .....

**Address:**

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**Tax Code:**.....

**National Insurance Number:** .....

**Holiday Taken To Date:** .....