



CAMBRIDGE
PAYROLL

Chaston House, 1 Mill Court, Great Shelford, Cambridge CB22 5LD
Tel: 01223 846645 Mobile: 07843 283678 Email: info@cambridgepayroll.com
www.cambridgepayroll.com

Company Information

Company Name	
Limited Co/Sole Trader	
Nature of Business	
Company Number	
Date of Registration	
Company Year End	
Registered Address	
Website	
Twitter	
Company UTR	
Government Gateway	
- Login	
- Password	

If you don't already have a Government Gateway and would like us to set this up then please complete the following for one Director

Name	
National Insurance Number	
Date of Birth	
Home Address (for last 3 years)	
Email	
Telephone Number	

PAYE Reference	
Accounts Office Reference	

Payroll Software	
Login	
Password	
Are we filing as an Agent	



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Payroll Information

Payroll Frequency	
Date/Day of Payday	
Pay Structure i.e. Salary/hourly	
Cut-off Date for Calculation	
Number of Employees	
How are payslips to be issued	
Payroll Contact	
Email	
Telephone	

Holiday

Holiday Allowance	
Does this change with length of service	
Can holiday be carried over to the next year	
Do bank holidays need to be booked off	
Any further info	

Automatic Enrolment

Staging Date	
Action	