

ACCOUNTING FOR PEOPLE NOT PROFIT

NAME OF ORGANISATION:.....

ADDRESS:.....

.....

.....

CONTACT NAME:.....

TELEPHONE NO:.....

PAYSLIPS AND PAYROLL REPORTS TO BE EMAILED TO:.....

DAY (eg 25) OF MONTH EMPLOYEES RECEIVE PAY:.....

NUMBER OF EMPLOYEES:.....

EMPLOYER'S HMRC REFERENCE NO:.....

EMPLOYER'S ACCOUNTS OFFICE REFERENCE NO:.....

I hereby request BCA to process our payroll from (date):

Signed:

Date:

Name:

On receipt, BCA will issue you a payroll 'letter of engagement'.