



The Park, Daventry Road Knowle, Bristol BS4 1DQ email:jo@bcacic.uk

## **ACCOUNTING FOR PEOPLE NOT PROFIT**

NAME OF ORGANISATION:	
ADDRESS:	
CONTACT NAME:	
TELEPHONE NO:	
PAYSLIPS AND PAYROLL REPORTS TO	O BE EMAILED TO:
DAY (eg 25) OF MONTH EMPLOYEES	RECEIVE PAY:
NUMBER OF EMPLOYEES:	
EMPLOYER'S HMRC REFERENCE NO:	
EMPLOYER'S ACCOUNTS OFFCE REFERENCE NO:	
I hereby request BCA to process our payroll from (date):	
Signed:	Date:
Name:	

Company Reg. No. 11836955 Registered in England and Wales Vat Reg. No. 111658730

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