

 Parent and Carer Alliance C.I.C.

 Cedar House, Cedar Drive

 Dursley

 GL11 4EB.

**[*Delete this box and, if your provider is not Penderels put their details below instead*]**

Penderels Trust

Resource House

1A Brandon Lane

Coventry

CV3 3GU

Date: **[*Delete this box and Add the Date*]**

Reference: **[*Delete this box and add the name of the employer and***

***Penderel or your providers’ reference no*.]**

Dear Sirs,

Please be advised that the above client is informing you of their wish to move their payroll affairs to us, as evidenced by their authorisation and signature below.

Please send all handover information to payrolladmin@parentandcareralliance.org.uk to allow us at least two weeks to prepare the payroll for the next pay period.

**[Delete this box - t*he following is to be provided by your provider*]**

The information we will require is:

Employer information

• Name

• Address

• PAYE reference

• Accounts office reference

• Date PAYE Scheme started

• Entitled to employment allowance?

Pension Scheme information

• Provider name

• Reference

• Earnings basis for contributions

• Contribution percentages

Employee information (for each employee)

• Name

• Address

• Date of birth

• Gender

• National Insurance number

• Date employment started

• Year to date figures

• Schedule of pension deductions

• Details of expenses or benefits in kind

• Student loan information

• Attachment of earnings deductions

• Schedule of payments for any employees on parenting leave

• P45 details for any joiners during the year

Kind regards,



Director and Founder

Parent & Carer Alliance C.I.C.

**[You d*elete this box and complete the information asked for below yourself*]**

I hereby authorise the transfer of all information to my new payroll provider,

Parent and Carer Alliance C.I.C.

Name of Supported person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider Reference Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person completing this letter:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[parentandcareralliance.org.uk](http://www.parentandcareralliance.org.uk)

Company Number: 11652518