

Instruction Document - Client Details

Please Note:

- (1) Labels marked in **Red** in this document indicate **mandatory** fields and should be completed (filled in) in the spreadsheet. These mandatory fields are marked with red '*' in the spreadsheet.
- (2) Labels marked in **Green** in this document indicate conditionally mandatory fields. That means, depending on the value of some other fields, these fields will be made mandatory. These conditionally mandatory fields are marked with black '*' in the spreadsheet.
- (3) **Please note** that this document is separated into the following sections :
- A. Employer / Client Identifier Section
 - B. Employer / Client Details Section
 - C. Administrator Section
 - D. Employer / Client Bank Details Section
- (4) **Important changes**
- Field E5 – Accounts Office Reference is made mandatory.

A Employer / Client Identifier Section

E1 Employer / Client Reference (Mandatory)

The Employer / Client / Branch Reference number is mandatory. It cannot be left blank.

Please note, the reference number should be the one which you have entered during the Client / Branch creation under the Bureau or Multisites service.

Data Specification:

1. The length must not exceed 30 characters.
2. You should only use alphanumeric characters.

E2 Employer / Client Name (Mandatory)

The Employer / Client Name is mandatory. It cannot be left blank. Please note, this is only for your reference.

Data Specification:

1. The length must not exceed 35 characters.
2. You should only use alphanumeric characters.

E3 PAYE Reference (TaxOfficeNumber / TaxOfficeReference) (Mandatory)

You must enter the PAYE reference Number. It cannot be left blank. Please note that this field is mandatory.

If you have any doubts about the validity of your PAYE reference number you may check it with HMRC's PAYE reference checker on the HMRC website.

Tax Office Number is also called the HMRC Office Number. Your HMRC Office Number is the first part of your Employer's PAYE reference. Your Employer's PAYE Reference is on the P30B letter 'Paying PAYE electronically' which HMRC may send you annually, or if you use payslips, on the front of your P30BC Employer Payment Booklet. The first part of the reference is your three digit HMRC Office Number and the second part of it after the forward slash is your employer reference or Tax Office reference.

Data Specification :

1. The Tax Office Number must be given in digits. The length must not exceed 3 digits.
2. The Tax Office Reference is alphanumeric. The length must not exceed 10 characters.
3. The format to enter is Tax Office Number, followed by a slash, and then the Tax Office Reference.

B Employer / Client Details Section

E4 General Reference

Enter here the General Reference. Please note that the General Reference can be alphanumeric and should not exceed 10 characters in length.

E5 HMRC Accounts Office Reference (Mandatory)

You must enter the Accounts Office Reference. It cannot be left blank. Please note that this field is mandatory.

Data Specification :

1. Reference Number must be 13 characters
2. The Account Office Reference must be in the format
 - First 3 chars must be numeric
 - 4th char must be 'P'.
 - 5th char must be an alpha.
 - 6 to 12 characters must be numeric.
 - 13th char must be numeric or X.

E6 Contractor's Unique Taxpayer's Reference (UTR)

Enter here the Sub-contractor's Unique Taxpayer Reference. If there is no data, leave it blank.

The UTR should be 10 digits long and must be numeric.

E7 Contractor's Company Registration No. (CRN)

Enter here the Company Registration Number if present. If there is no data, leave it blank. This field is not case-sensitive.

Please note that the company registration number must be in one of the following formats

(a) Characters 1-2 must be alpha

Characters 3-8 must be numeric

The numeric field must have at least 1 digit and not more than 6

or

(b) Characters 1-8 must be numeric

The numeric field must have at least 1 digit and not more than 8

E8 ECON

If you have a Contracted-out pension scheme, then enter here the Employer's Contracted-out number (ECON) from the contracting-out certificate. If there is no data, leave it blank.

Data Specification :

1. You must enter the ECON field in the following pattern

- characters 1-2 must be value E3
- character 3-8 must be digits

- character 9 must be any one alphabet from ABCDEFHJKLMNPQRTWXY.

2. The ECON must be valid against the Modulus 19 Check.

E9 Employer / Client's Address Line 1

Enter here the employer / client address. If there is no data, leave it blank.

Please note the following when you enter the address

1. The address can be a maximum of 4 lines excluding the postcode.
2. A single address line can contain a maximum of 35 characters including spaces.
3. Please do not enter any invalid characters listed below:
 - a. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
 - b. _ underscore, Back slash

E10 Address Line 2

Enter here the employer / client address. If there is no data, leave it blank.

E11 Address Line 3

Enter here the employer / client town / city. If there is no data, leave it blank.

E12 Address Line 4

Enter here the employer / client county. If there is no data, leave it blank.

E13 Post Code

Enter here the post code of the employer / client address. Eg. EP1 3SO. Please note that the Postcode should not exceed 8 characters. If there is no data, leave it blank.

E14 Country

Enter here the employer / client Country. Eg. United Kingdom or UK.

E15 Employer / Client's Telephone Number

Enter here the employer / client Telephone Number. Please note that the Telephone Number should not exceed 35 characters. If there is no data, leave it blank.

E16 Employer / Client's Mobile Number

Enter here the employer / client Mobile Number. Please note that the Mobile Number should not exceed 35 characters. If there is no data, leave it blank.

E17 Employer / Client's Fax Number

Enter here the employer / client Fax Number. Please note that the Fax Number should not exceed 35 characters. If there is no data, leave it blank.

E18 Employer / Client's Website

Enter here the employer / client website address. If there is no data, leave it blank.

E19 Employer / Client's VAT Number

Enter here the Employer / Client VAT Number.

Please note ,

1. The length should not exceed 11 characters.
2. It must contain alpha-numeric characters only.
3. If there is no data, leave it blank.

E20 Director's Driving License Number

Enter here the Director's Driving License Number. If there is no data, leave it blank.

C Administrator Section

E21 Admin Title (Mandatory)

Enter here the title of the administrator. It cannot be left blank. E.g.: Mr, Mrs, Miss, Ms, Dr, Sir, Rev, Cllr, Mx.

Please note that no 'spaces' are allowed between any characters and the length should not exceed 4 characters.

E22 Admin Surname (Mandatory)

Enter here the administrator's Surname. It cannot be left blank.

Data Specification :

1. First character must be an alphabetical letter.
2. The length must not exceed 35 characters.

Please note, the special characters listed below must not be used when you enter the administrator's Surname.

1. Please do not include leading or trailing spaces when you enter the Surname. For example if the Surname is O'Connor, do not include space before O'Connor or after O'Connor
2. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe. For example in a surname the apostrophe must be entered as O'Connor, not as O`Connor
3. , comma, _ underscore, () opening and closing parenthesis, / Forward slash.
4. * asterisk, ? question mark, 1 2 3 numbers, . full stop
5. 0 zero (in place of the alphabet O).

E23 Admin First Forename (Mandatory)

Enter here the administrator's first name. It cannot be left blank.

You should only use the characters A-Z upper or lower case , hyphen and apostrophe.

Data Specification :

1. First character must be an alphabetical letter.
2. The length must not exceed 35 characters.

Please note, the special characters listed below must not be used when you enter the administrator's First forename.

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
2. , comma
3. _ underscore
4. () opening and closing parenthesis
5. / Forward slash
6. 0 zero (in place of alphabet O)
7. 1 2 3 numbers
8. * asterisk
9. ? question mark, . full stop.

E24 Admin Second Forename

Enter here the administrator's Second forename. If there is no data, leave it blank.

You should only use the characters A-Z upper or lower case, hyphen and apostrophe.

Data Specification :

1. First character must be an alphabetical letter.
2. The length must not exceed 35 characters.

Please note, the special characters listed below must not be used when you enter the employee's Second forename.

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
2. , comma
3. _ underscore
4. () opening and closing parenthesis
5. / Forward slash
6. 0 zero (in place of alphabet O)
7. 1 2 3 numbers
8. * asterisk
9. ? question mark, . full stop.

E25 Admin E-Mail

Enter here the administrator's E-Mail. If there is no data, leave it blank. Enter here his/her E-Mail address to be used for this service. It will result in the activation of the administrator's account for this service and an activation mail will be sent to this E-mail address. Once activated, the administrator can sign in and use the account.

Please note, E-Mail address should be unique to every client within the system.

D Employer / Client Bank Details Section

E26 Employee Bank Account Type (A / B / S)

You may enter the Employee Bank Account Type **A** or **B** for Bank or **S** for Building Society. If there is no data, leave it blank.

The ONLY acceptable DATA for this field is one of the following :

1. A or a or B or b
2. S or s

E27 Building Society Roll No.

You may enter the Building Society Roll Number. Please note that the roll number should be alphanumeric and should not exceed 30 characters in length. If there is no data, leave it blank.

E28 Employer / Client's Bank / Building Society Name

Enter here the employer / client Bank / Building Society name with which your employer / client has an account. If there is no data, leave it blank.

E29 Employee Bank Branch Name

You may enter the name of the Bank / Building Society Branch with which your employee has an account. Please note that the branch name can be alphanumeric and should not exceed 35 characters in length. If there is no data, leave it blank.

E30 Employer / Client's Bank Address Line 1 (Conditionally Mandatory)

Enter here the employer / client Bank address. Please note this field is conditionally mandatory.

This field must be filled if the employer / client Bank Name is entered

Please note the following when you enter the address

1. The address can be a maximum of 4 lines excluding the postcode.
2. A single address line can contain a maximum of 35 characters including spaces.
3. Please do not enter any invalid characters, or guidelines look into the listed

characters in surname and forename fields.

This field is conditionally mandatory. This field should be entered if Bank / Building Society name has been entered.

E31 Bank Address Line 2

Enter here the employer / client Bank address. If there is no data, leave it blank.

E32 Bank Address Line 3

Enter here the employer / client Bank town / city. If there is no data, leave it blank.

E33 Bank Address Line 4

Enter here the employer / client Bank county. If there is no data, leave it blank.

E34 Bank Post Code (Conditionally Mandatory)

Enter here the postcode of the employer / client Bank address. Eg. EP1 3SO
Please note that the Postcode should not exceed 8 characters.

This field is conditionally mandatory. This field should be entered if Bank / Building Society name has been entered.

E35 Bank Country (Conditionally Mandatory)

Enter here the employer / client Bank Country. Eg. United Kingdom or UK.

This field is conditionally mandatory. This field should be entered if Bank / Building Society name has been entered.

E36 Bank Contact Person Name

Enter here the employer / client Bank Contact Person Name. If there is no data, leave it blank.

E37 Bank Telephone Number

Enter here the employer / client Bank telephone Number. If there is no data, leave it blank. Please note that the Telephone Number should not exceed 35 characters.

E38 Bank Facsimile

Enter here the employer / client Bank Fax Number. If there is no data, leave it blank. Please note that the Telephone Number should not exceed 35 characters.

E39 Bank contact E-Mail

Enter here the employer / client Bank E-Mail Id. If there is no data, leave it blank.

E40 Employer / Client's Bank / Building Society Sort Code

Enter here the employer / client Bank / Building Society Sort Code. If there is no data, leave it blank.

E41 Employer / Client's Bank / Building Society Account Number

Enter here the employer / client Bank / Building Society Account Number. If there is no data, leave it blank.

E42 Employer Account Name shown on the Bank Account

Enter here the Employer Account Name shown on the Bank Account. The name as shown on the employer / Client Bank / Building Society bank account. If there is no data, leave it blank.

E43 Bank / Online Account Ref.

You may enter the employer Bank / Online Account Ref. Please note that the reference can be alphanumeric and should not exceed 20 characters in length. If there is no data, leave it blank.

E44 Other Reference Number

You may enter any other Reference Number. Please note that the reference number can be alphanumeric and should not exceed 20 characters in length. If there is no data,

leave it blank.

E45 BACS Enabled (Yes / No)

You may enter the employer's account is BACS enabled Yes/No status. If no data is entered here, "No" will be set as default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**