

Instruction Document – WNU Employer

Please Note: Labels marked in **Red** in this document indicates mandatory fields and should be completed (filled up) in the spreadsheet.

F1 Employer Name : (Mandatory)

Enter here the Employer Name. This field is mandatory. Please note the characters length should not exceed 35 characters.

F2 PAYE Reference (TaxOfficeNumber/TaxOfficeReference) : (Mandatory)

Enter here the PAYE reference of the Employer. This field is mandatory.

F3 Record Count : (Mandatory)

Enter here the number of WNU Employees in this submission .This field is mandatory.

F4 Address Line 1 : (Mandatory)

Enter here the Employer's address. This field is mandatory

Please note the following when you enter the address.

1. The address should be a maximum of 4 lines .
2. A single address line can contain a maximum of 35 characters including spaces.

F5 Address Line 2 : (Optional)

Enter here the Employer's address Line 2.

F6 Address Line 3 : (Optional)

Enter here the Employer's address Line 3.

F7 Address Line 4 : (Optional)

Enter here the Employer's address Line 4.

F8 Postcode : (Optional)

Enter here the postcode of the Employer's address e.g. EP1 3SO.
Please note that the Postcode should not exceed 8 characters.

F9 Country : (Optional)

Enter here the Country of the Employer's address.