

# 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.

(6) **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

## **A** Employer / Client Identifier Section

### **E1** Employer / Client Reference (Mandatory)

The Employer / Client / Branch Reference number is mandatory.

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 20 characters.
2. You should only use alphanumeric characters.

### **E2** Employer / Client Name (Mandatory)

The Employer / Client Name is mandatory. 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. 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 Account Office Reference**

Account Office Reference of the Employer / Client.

Data Specification :

1. The Account Office Reference field length must not exceed 13 characters
2. The Account Office Reference must be in the format
  - Characters 1 -3 must be numeric
  - Character 4 must be 'p' or 'P'.
  - Character 5 must be alpha.
  - Characters 6-13 must be numeric.

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

Enter here the Subcontractor's Unique Taxpayer Reference.

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. 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.

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.

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, for guidelines look into the listed characters for surname and forename fields.

### **E10 Address Line 2**

Enter here the employer / client address

**E11 Address Line 3**

Enter here the employer / client town / city

**E12 Address Line 4**

Enter here the employer / client county

**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.

**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.

**E16 Employer / Client's Mobile Number**

Enter here the employer / client Mobile Number. Please note that the Mobile Number should not exceed 35 characters.

**E17 Employer / Client's Fax Number**

Enter here the employer / client Fax Number. Please note that the Fax Number should not exceed 35 characters.

**E18 Employer / Client's Website**

Enter here the employer / client website address.

**E19 Employer / Client's VAT Number**

Enter here the Employer / Client VAT Number.  
Please note ,

1. The length should not exceed 20 characters.
2. It must contain alphanumeric characters only.

**E20 Director's Driving License Number**

Enter here the Director's Driving License Number.

** Administrator Section****E21 Admin Title (Mandatory)**

Enter here the title of the administrator. E.g.: Mr, Mrs, Miss, Ms.

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.

You should only use the characters defined in the Schema i.e. A-Z upper or lower case, digits 0-9, comma, full stop, forward slash, ampersand, hyphen, space, apostrophe and brackets.

The length should not exceed 35 characters.

Please note that the special characters listed below must not be used when you enter the Admin'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. \* asterisk
4. Please do not use 0 zero in place of the alphabet O, though Surname can contain numbers, the first character must be alpha.

**E23 Admin First Forename (Mandatory)**

Enter here the administrator's first name.

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

Please note that 'spaces' are not allowed between the characters and the length should not exceed 35 characters.

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

1. ` (grave accent) or ' (an apostrophe).
2. . full stop
3. , comma
4. \_ underscore
5. ( ) opening and closing parenthesis
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. \* asterisk
10. ? question mark

**E24 Admin Second Forename**

Enter here the administrator's Second forename.

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

Please note that 'spaces' are not allowed between the characters and the length should not exceed 35 characters.

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

1. ` (grave accent) or ' (an apostrophe).
2. . full stop
3. , comma
4. \_ underscore
5. ( ) opening and closing parenthesis
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. \* asterisk
10. ? question mark.

**E25 Admin E-Mail**

Enter here the administrator's E-Mail. 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 / S )**

You may enter the Employee Bank Account Type A for Bank or S for Building Society. The ONLY acceptable DATA for this field is one of the following :

1. A or a
2. S or s

### **E27 Building Society Roll No.**

You may enter the Employee Building Society Roll Number. Please note that the number should be numeric and should not exceed 6 characters in length.

### **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.

### **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.

### **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

### **E32 Bank Address Line 3**

Enter here the employer / client Bank town / city

### **E33 Bank Address Line 4**

Enter here the employer / client Bank county.

### **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.

**E37 Bank Telephone Number**

Enter here the employer / client Bank telephone Number. Please note that the Telephone Number should not exceed 35 characters.

**E38 Bank Facsimile**

Enter here the employer / client Bank Fax Number. 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.

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

Enter here the employer / client Bank / Building Society Sort Code.

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

Enter here the employer / client Bank / Building Society Account Number.

**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.

**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.

**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.

**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**