

Important
Please keep this letter
with your records, it
contains information
you will need

Date

Your New Employer Pack and reference numbers

Thank you for getting in contact with us. We wish you every success in your new role as an employer and enclose your Employer CD-ROM and other forms and guidance to help you start your payroll.

You have two references to use when contacting us about Income Tax and National Insurance contributions which are shown aside and below.

This is your Employer PAYE reference [PAYE reference] please use this if you contact our Helpline for assistance, or the Employer Orderline. Always show it on all forms or letters that you send to your HM Revenue & Customs (HMRC) office. The address is shown below.

HMRC office: [TAX OFFICE name and address]

This is your Accounts Office reference [TAX OFFICE reference] please use this in communications specifically relating to payments you make to us.

If you have any questions or need help, go to **www.hmrc.gov.uk** look on your Employer CD-ROM or contact our Helpline. You can find the number in the list of contact details over the page.

<h2>Your new references</h2>	<p>Use your Employer PAYE reference if you phone our Helpline for assistance, or when you contact the Employer Orderline. Always show it on all forms or letters that you send to your HM Revenue & Customs (HMRC) office.</p> <p>Please use your Accounts Office reference on forms or letters specifically relating to payments.</p>	<p>Employer PAYE reference [insert reference]</p> <p>Accounts Office reference [insert reference]</p>
<h2>New Employer Helpline</h2>	<p>We have a Helpline especially for new employers. Lines are open Monday to Friday 08.00 to 20.00 and Saturday and Sunday 08.00 to 17.00.</p>	<p>Help for new employers Phone: 0845 60 70 143</p>
<h2>Employer CD-ROM</h2>	<p>Your Employer CD-ROM contains a Payroll Basics section and a Learning Zone that aim to help new and inexperienced employers start and manage a payroll. On the CD-ROM you will find many features, including:</p> <ul style="list-style-type: none"> • a P11 calculator that will work out and record your employee's tax, NICs and Student Loan deductions every pay day with a linked P32 record of deductions that works out what you need to pay us • most employer Helpbooks and guidance • many forms to fill in on-screen • information about our online services • an Expenses and Benefits section. 	<p>CD-ROM help helpdesk@ir-efile.gov.uk Phone: 0845 60 55 999 (Seven days a week 08.00 to 20.00)</p>
<h2>Employer Orderline</h2>	<p>If you need an Employer CD-ROM or any paper forms or guidance, contact our Employer Orderline. Lines are open Monday to Friday 08.00 to 20.00 and Saturday 10.00 to 13.00.</p>	<p>Ordering www.hmrc.gov.uk Phone: 08457 646 646</p>
<h2>Payroll software</h2>	<p>We have a Payroll Standard to help you choose payroll software and identify products or services that have the essential features you will need to calculate PAYE, NICs, Statutory payments and perform a range of other payroll functions.</p> <p>We also have a Pensioner Payroll Standard to help organisations that pay pensions identify payroll products or services that have the essential features necessary to PAYE and perform a range of other payroll functions.</p> <p>Software that meets our standards will display the HMRC Payroll Standard logo and/or the Pensioner Payroll Standard logo. You can view a list of Payroll Standard and Pensioner Payroll Standard accredited products and their suppliers on our website, or phone our Helpline for more information.</p>	<p>Accredited software www.hmrc.gov.uk</p> <p>Payroll Standard/Pensioner Payroll Standard Helpline Phone: 0845 9 159 146 (Lines are open Monday to Friday 09.00 to 17.00)</p>
<h2>Do it online</h2>	<p>PAYE Online for Employers and agents is the quick and easy way to send us your Returns and tell us when people start and stop working for you. It also cuts out postal delays and the time it takes for us to process paper forms manually, meaning that your employees get the right tax code and pay the right amount of tax sooner.</p> <p>You can get money back tax-free from us if you have fewer than 50 employees and you or your agent file your Employer Annual Returns online for 2007-08 and 2008-09. Go to our website www.hmrc.gov.uk for more information.</p>	<p>PAYE online www.hmrc.gov.uk</p> <p>Online Services Helpdesk Phone: 0845 60 55 999 (Seven days a week 08.00 to 20.00)</p>
<h2>Advice Teams</h2>	<p>We offer a range of free workshops on many of the topics relevant to employers. These workshops are available at locations nationwide and our specially trained advisers are ready to help on a wide range of payroll subjects.</p> <p>For more information go to our website, look on your Employer CD-ROM information or contact the New Employer Helpline.</p>	<p>Advice Teams www.hmrc.gov.uk</p>