Registration of new employees (PAYE)

Please make sure you have completed the following and attached the relevant details to your application form.

1. Candidate contract (signed and dated)
2. Candidate application form (completed)
3. A copy of V5C log book (mileage claim only)
4. A copy of your Passport or driving license
5. A copy of your P45 or a completed new

starters checklist (available from [www.gov.uk/government/publications/paye-starter-checklist](http://www.gov.uk/government/publications/paye-starter-checklist) )

If you require help with any of the above, please call our advice line on: 01525 712230

Completed forms can be sent to: [enquiries@your-pay.co.uk](mailto:enquiries@your-pay.co.uk)

Or posted to:

Your Pay Ltd.

54 Maulden Road

Flitwick

Bedfordshire

MK45 5BW