

Employer: Registered Scheme Administrator

Tax year: 2018-19

Employee: Ms Louise Heavisides

**Change current employee details**

Please enter the relevant information below.

**Please note:** Monetary values should be entered in pounds sterling, including pence, unless otherwise indicated.

Further help is available by clicking the help icon located to the right of the screen title at the top of the page.

When you have finished, click the 'Next' button to continue.

\* indicates required information

**Personal details 2018-19**

Title:	<input type="text" value="Ms"/>
First name: *	<input type="text" value="Louise"/>
Middle name(s):	<input type="text"/>
Last name: *	<input type="text" value="Heavisides"/>
Address line 1: *	<input type="text" value="12 Thorburn Street"/>
Address line 2: *	<input type="text" value="Sunderland"/>
Address line 3:	<input type="text"/>
Address line 4:	<input type="text"/>
UK postcode:	<input type="text" value="SR6 8HY"/>
	if address is in UK
Foreign country:	<input type="text"/>
	if address is abroad
Gender? *	<input type="radio"/> Male <input checked="" type="radio"/> Female

**Employee Identification****NOTE:** Entries in this section will apply across the whole product and there should not be a need to change the data entered.

Date of birth: *	<input type="text" value="15/10/1970"/>
	eg dd/mm/yyyy
National Insurance Number:	<input type="text" value="NW220061B"/>
Passport number:	<input type="text"/>

**Employment details 2018-19**

Payroll ID:	<input type="text" value="P Varley Ltd Pension S"/>
Normal weekly hours worked? *	<input type="radio"/> Less than 16 hours
	<input type="radio"/> 16 hours up to 24 hours
	<input type="radio"/> 24 hours up to 30 hours
	<input type="radio"/> 30 hours or more
	<input checked="" type="radio"/> Other

**Director details 2018-19**

Is this employee a company director? \*

☐ Yes

☒ No

## Starter details 2018-19

### Employee start date

**NOTE:** Entries in this section will apply across the whole product and there should not be a need to change the data entered.

Start date: 01/04/2019

Basis for setting up employee: New starter receiving occupational pension

### Occupational pension details

Which statement applies to the \*  
individual in receipt of the pension  
being paid?

☒ This is now the person's only job or occupational pension but since last 6 April they have had another job or have received taxable Jobseeker's Allowance, Employment and Support Allowance or Incapacity Benefit. The person does not receive a state or occupational pension from anywhere else.

☐ The person has another job or receives a state or occupational pension from elsewhere.

Annual amount of occupational pension \*  
to be paid: £ 12500.00

Is this occupational pension being paid \*  
to a recently bereaved spouse/civil  
partner?

☒ Yes

☐ No

## PAYE details

Pay frequency? \*

☐ Weekly

☐ Two weekly

☐ Four weekly

☒ Monthly

☐ Quarterly

☐ Biannual

☐ Annual

☒ This employee will be paid on an irregular basis

### PAYE details 2018-19

Tax code: 1185L

Is this tax code being operated on a  
week 1/month 1 basis? No

National Insurance category letter: \*

X

### Student Loan details 2018-19

Do student loan deductions apply to \*  
this employee?

☐ Yes

☒ No

Cancel

Next