

Once your company has been registered and is trading, if you intend to employ someone or even if you only intend to pay yourself a salary through the business, you will need to register as an employer with HM Revenue & Customs.

We will need the following information to register your company for PAYE:

- Company name
- The trading name if different
- The company registration number
- The address of the Registered Office
- The business telephone number
- The nature of the business being registered
- Confirmation of whether you are operating an occupational pension scheme
- The number of employees you employ or expect to employ in the current tax year (including paid directors)
- Confirmation of whether you will be engaging any subcontractors in the construction industry
- The names of all company Directors
- The National Insurance numbers of all company Directors

## How to order

You can order either or both of these services, either as a standalone service for your existing company or as part of your online company formation order. We will guide you through the process and gather information from you in order to complete the application on your behalf.