

Payroll Signatories



EMPLOYER NAME

DATE INSTRUCTIONS EFFECTIVE FROM

This form sets out who is able to provide Tandem Payroll Ltd with payroll instructions. All payroll instructions need to be signed by an authorised person

AUTHORISED SIGNATORIES

Please provide the names and signature of those who are authorised to provide payroll instructions. Please indicate which type of payroll instructions they are able to provide.

Name	Signature	New/Change of Contract	Timesheets and general instructions
Example		Yes/No	Yes/No

MAIN PAYROLL CONTACT

Please provide the name, address and email address of the person who you would like Tandem Payroll Ltd to send payroll reports and payslips to.

Name	Email Address
Name	
Email	
Address inc Postcode	

OTHER EMAIL ADDRESSES

Please provide the name and email address of any other person you would like Tandem Payroll Ltd to correspond with in respect of payroll matters and accept instructions from by email.

Name	Email Address

PLEASE FORWARD TO TANDEM PAYROLL LTD

Fax: 08717 143 367
Email: paymatters@tandempayroll.co.uk
Post: Tandem Payroll Ltd, 5 Lancing Close, Werrington, Peterborough, PE4 6QX

Please note:

Notification of new starters and change of contracts must always be in writing with an authorised signature on the forms provided.

Unless agreed that it is acceptable to provide timesheets by email from any of the email addresses provided, please ensure that each timesheet is signed by an authorised signatory before submitting for processing.

Please note that if an authorised signature is not present on the instructions, this will delay production of payroll.