

Dear Contractor

Thank you for choosing Key as your payroll administrator. We trust your time with us will be a smooth and successful one.

However, before we can officially commence our service with you there are a few items that need your attention. These items are fairly easy to complete and various guides have been designed to help and assist you. Please remember, if anything is unclear then do not hesitate to contact us on **0845 062 0033** - we will be delighted to help.

Items included in this pack:

1. Blank Application Form
2. Shareholders Agreement Form (on the reverse of the Application Form)
3. Application Form Guide & Guidance Notes
4. Blank P46 (Inland Revenue) Form
5. P46 Form Assistance
6. A Guide to Claiming Business Expenses
(including a template for the Expenses Claim Form & Mileage Log Sheet)
7. Pre-Paid Envelope

You Need To:

1. Fully Complete the Application Form, sign and date it.
2. Complete the Shareholders Agreement (on the reverse of the Application Form) by signing and dating it - all other information will be completed by Key upon receipt.
3. Complete the P46 if you **DO NOT** already have a P45 from your previous employer - if you do, we will need to be sent the **original copy** of this.
4. Send these items back to Key in the Pre-Paid envelope provided.

For Your Information

1. Remember to **Photocopy** and complete your expenses forms regularly using the templates provided and send them to us upon completion - this will further reduce your overall tax liability.