

SARGENT-DISC RESIDUALS START UP FORM PAYROLL, CREWSTART™ & PENSION AUTO ENROLMENT

Please complete the compulsory documentation denoted below in order to set up your production with Sargent-Disc Payroll.

* denotes **mandatory** fields

DOCUMENT CHECKLIST

DOCUMENT		COMPULSORY	NOTES
Start Up Form	Section 1 & 2	✓	Company & Account Information
	Section 3	✓	Authorised Signatories
SD Online User Request Form		✓	<u>One per Production, per company, per person.</u> To be signed by user and authorised account signatory
SD Production Card			For your reference - please request set up paperwork if required
Payroll Charges			For your reference
SD Barclays Bank details			For your reference
Anti-Money Laundering HMRC Details Form		✓	Compulsory if the company has not processed payroll via SD before
Apprentice Levy Registration		✓	

**For support with completing any of the above documentation please contact marketing@sargent-disc.com or +44 (0)1753 630300.
 Office hours: 09.30 – 18.00, Mon-Fri (UK)**

Sargent-Disc is committed to service excellence



CrewStart™



Payroll



Purchase Order



Auto Enrolment



Production Card



Production Services



Production Accounting



Training & Academia

SECTION 1: COMPANY INFORMATION

Company Name*	
Company Registered Address*	
Company Registered Number*	
VAT No.	
Production Title*	
Production Co. (Legal Entity)*	
Payroll Contact Name*	
Telephone Number*	
Email*	

SECTION 2: ACCOUNT INFORMATION

Salaries Control	
PAYE Control	
NI Control	
Holiday Credit Control	
VAT Control	
Employer's NI Cost	
Currency	

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SECTION 3: AUTHORISED SIGNATORIES

In order to ensure the security of your data, please detail your authorised account signatories below and indicate the areas they have authority over.

Please use the **existing** authorised studio signatories list Specify _____

Company Name*	
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Authorised Signatory

Name*		Signature*	
Job Title*			
Mobile/Cell*			
Email*			

Authorised Signatory

Name*		Signature*	
Job Title*			
Mobile/Cell*			
Email*			

Authorised Signatory

Name*		Signature*	
Job Title*			
Mobile/Cell*			
Email*			

Authorised Signatory

Name*		Signature*	
Job Title*			
Mobile/Cell*			
Email*			

Authorised Signatory

Name*		Signature*	
Job Title*			
Mobile/Cell*			
Email*			

IMPORTANT: Authorisation must be by an officer/director of the company or an authorised signatory. Any changes to the signatories above will need to be authorised by the individual below*

Name*		Signature*	
Job Title*			
Mobile/Cell*			
Email*			
Date*			

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