

# Managed Payroll Service Set Up Form

## Section A – Personal Budget Recipient

**First name**   
**Middle name**   
**Surname**   
**Date of Birth:**   
**Address and Postcode**   
**Telephone**   
**Email address:**   
**Preferred method of contact:**  
 Telephone  Mobile  Email

## Section B – Client Representative (if applicable)

**First name**   
**Middle name**   
**Surname**   
**Date of Birth:**   
**Address and Postcode**   
**Telephone**   
**Email address:**   
**Preferred method of contact:**  
 Telephone  Mobile  Email

## Section C Direct Payment used for:

Employing a PA (s)  Agency care   
 Other  Enter details below (e.g. respite, transport)

## Section D - Personal Assistant 1

Name:						Start date:					
Email:						Tel:					
Weekday Hours						Weekend hours			Total Hours	Sleep ins	Double Pay for Bank Holidays?
Mon	Tue	Wed	Thur	Fri	Hourly rate	Sat	Sun	Hourly rate			Y <input type="checkbox"/> N <input type="checkbox"/>
					£			£			

## Section D - Personal Assistant 2

Name:						Start date:					
Email:						Tel:					
Weekday Hours						Weekend hours			Total Hours	Sleep ins	Double Pay for Bank Holidays?
Mon	Tue	Wed	Thur	Fri	Hourly rate	Sat	Sun	Hourly rate			Y <input type="checkbox"/> N <input type="checkbox"/>
					£			£			

**Section D - Personal Assistant 3**

Name:						Start date:						
Email:						Tel:						
Weekday Hours					Weekend hours					Total Hours	Sleep ins	Double Pay for Bank Holidays?
Mon	Tue	Wed	Thur	Fri	Hourly rate	Sat	Sun	Hourly rate			Y <input type="checkbox"/> N <input type="checkbox"/>	
					£			£				

**Section D - Personal Assistant 4**

Name:						Start date:						
Email:						Tel:						
Weekday Hours					Weekend hours					Total Hours	Sleep ins	Double Pay for Bank Holidays?
Mon	Tue	Wed	Thur	Fri	Hourly rate	Sat	Sun	Hourly rate			Y <input type="checkbox"/> N <input type="checkbox"/>	
					£			£				

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**In order to start your managed payroll service the following documents must be completed, signed and returned to us by post to the address below.**

Set up form (this form)	<input type="checkbox"/>	KDC	<b>Email:</b> managedaccounts@kdc.org.uk  <b>Phone:</b> 0151 480 8873
Letter of Engagement	<input type="checkbox"/>	Managed Payroll Service	
Forms 64-8 and FBI2(original form)	<input type="checkbox"/>	263a Tarbock Road	
New Employee Starter Form(s) Signed by Personal Assistant(s)	<input type="checkbox"/>	Huyton L36 0SD	