



## Register as an employer - Sole Trader

\* indicates required information

### Agent Information

Are you an agent acting on behalf of an employer engaging subcontractors? (Tick if Yes)

Agent

If you do not want a New Employer Pack tick here

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### Employer Details

Proprietor Name \*

Unique Taxpayer Reference

National Insurance Number \*

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### Business Details

Trading Name (if appropriate)

Business Address (not a PO Box no.) \*

Business Address - line 2 \*

Business Address - line 3

Postcode \*

Business Telephone Number

Nature of Business Being Registered \*

Number of employees you employ or expect to employ in this tax year

Number of employees

Have you already made payments to employees?

Tick if payments already made

Will you be engaging any subcontractors in the construction industry during this tax year?

Tick if engaging subcontractors

First pay date \*

dd/mm/yyyy

If your business is a limited company do you intend to reclaim Construction Industry Scheme (CIS) deductions taken from payments?

Tick if intending to reclaim CIS deductions

Do you intend to provide expenses and benefits to your employees?

Tick if intending to provide expenses and benefits

Will you be acting as a Troncmaster? (Tick if yes)

Troncmaster

Are you providing new employer details to operate an Occupational Pension Scheme? (Tick if yes)

Occupational Pension Scheme

Will you be employing staff undertaking electoral duties? (Tick if yes)

Electoral duties

Will you be employing staff to take on occasional educational examination duties? (Tick if yes)

Examination duties

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### Contact Details

Contact email address \*

Contact Telephone Number \*

Correspondence Name (if different  
from proprietor)

Correspondence Address (if different from business address)

Correspondence Address - line 1

Correspondence Address - line 2

Correspondence Address - line 3

Postcode

**After you click the next button you will see a preview page summarising the information you have provided. If this page is not displayed please use the scroll bar to locate any missing or incorrect entries highlighted in red.**

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