

Before rolling this scheme out to your employees you must first register as a new partner by completing this form. Should you have any questions whilst completing this form, please contact us on 020 3468 8568 or email us at [cu-info@croydonplus.co.uk](mailto:cu-info@croydonplus.co.uk) and we will be more than happy to assist you.

Company Information	
Company Name	
Registered Company Address <i>(including postcode)</i>	
HR Manager Contact Name	
Phone Number	
Email Address	
Payroll Manager Contact Name	
Phone Number	
Email Address	

Payroll Information	
Employee Pay Date	
Cut-off Date for Payroll Changes	
Payroll Frequency <i>(for e.g. Fortnightly, Monthly)</i>	
Transfer Date <i>(ideally within 5 working days of the Employee Pay Date)</i>	

Payroll Manager Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

