

Registering Online for a new PAYE Scheme with HMRC

With reference to the previous issued to guidance issued to schools who are leaving the BCC Payroll Service between the 1st April to 31st August 2025 (inclusive).

Set out below is the supporting information and the various steps should be taken by the designated school officer:

- You cannot register more than two months before your first payday
- Go to <https://www.gov.uk/register-employer> – HMRC online services page and click on the link Set up an account for HMRC online services
- This takes you to a new page describing the 3 different accounts you can set up scroll down and click on set up PAYE
- This will then take you to Register as an employer page. Do not click on the start button but scroll down to and click next.
- You will then be taken through three questions to be answered as shown below:
 1. **Yes**
 2. **No**
 3. **Charity or committee-run organisation**
- After answering the three questions you will be asked to call 0300 200 3200 or write to:

National Insurance Contributions and Employers Office
HM Revenue and Customs BX9 1BX

What you will need to provide

- When you phone or write, you will need to provide information about your company, including, the name, business address and phone number - the business address cannot be a PO box
 - **School Details**
- The trading name if this is different.
 - **N/A**
- The type of business, for example plumbing, investment, electrical engineering, Charity or community run organisation.
 - **Charity**
- The charity number (if applicable).
 - **N/A**

You will also need to provide

- Your name, email address and a telephone number HMRC can contact you on:
 - **Person registering**
- A postal address for correspondence if this is different to the company's address:
 - **School Details**

Finally, you will need to provide the following information about your employees

- The date of their first payday, or when you first provide expenses or benefits if this is earlier:
 - **DD/MM/YY**
- How many people you are employing - or expect to employ in this tax year:
 - **Staff Number**
- Whether you'll be using any subcontractors in the [construction industry](#):
 - **No**
- Whether you will be operating an occupational pension scheme:
 - **Yes**

What happens next

Once you have registered, a letter will be sent out by HMRC containing your new PAYE and Accounts Office reference details (this is usually posted within 20 days)

You will then need to enrol for [PAYE Online for employers: Using PAYE Online - GOV.UK](#). To do this, you will have to set up a government gateway account, just follow the instructions online, once you have registered all your school's details, you will then be sent an activation code (i.e. usually posted within 7 days), this pin number is entered to activate the account, If required, speak to your new provider for more guidance.