



Nannywage Ltd

The Professional Payroll Service For Employers Of Nannies

NANNY SHARING FORM

Please note, we only require you to complete this form if the nanny you are employing already has employment elsewhere and is taking a second job with you and has agreed to a tax code split. If you are the primary employer and your nanny is starting a second job elsewhere it is the responsibility of the secondary employer to request a tax code split on behalf of themselves and the nanny

YOUR DETAILS: Title (Mrs Mr Miss Ms etc).....First Name.....
Surname.....
Address.....
Post Code.....E-mail address.....
TEL(Home).....(Work).....

IF THE OTHER EMPLOYER IS A CLIENT OF NANNYWAGE LTD
All we require is their name and first line of their address details

OTHER EMPLOYER DETAILS: Title (Mrs Mr Miss Ms etc).....First Name.....
Surname.....
Address.....

IF THE OTHER EMPLOYER IS NOT A CLIENT OF NANNYWAGE LTD
We require the above name and first line of their address plus the following details

Post Code.....E-mail address.....
TEL(Home).....(Work).....

HMRC
Employers reference number(Normal format is **3** numbers / **2** letters **5** numbers)
Account office reference number.....(Normal format is **3** numbers **2** letters **8** numbers)

GROSS SALARY: WEEKLY OR MONTHLY.....

Current tax code being used

The percentage tax code split between employers will be based on the salary each employer pays the employee if the agreed percentages are different from a straight salary percentage split please indicate

YOUR PERCENTAGE.....OTHER EMPLOYER PERCENTAGE.....

Nannywage Ltd will send you the tax code splitting letter for your nanny to sign and you should ensure that it is sent to HMRC in the envelope we will enclose. On receipt of the new tax codes we will amend your employment criteria.

[When completing your payroll form:](#)

ONLY enter the salary you are paying the nanny NOT the total salary of both employers

[When completing your contract questionnaire:](#)

ONLY enter the days, hours and start / Finish times the nanny will work for you.

For example nanny works Mon, Tues & Weds from 8am – 4pm for both employers, we need your details Mon, Tues & Weds 8am – Noon These are your employment details only and do not include the other employer who will employ the nanny Mon, Tues & Weds Noon – 4pm (Arrange details of start / finish employment times with other employer)