**New User Change Request Form – Furlough**

Please only complete this form if no one in your organisation currently has access to Moorepayhr and you require access to enable you to run and extract your Furlough Pay claim report for submission to HMRC

Moorepay will grant you access to Moorepayhr for the purposes of accessing your Furlough Claim Report only.

Once you have access if you wish to start using the system for any other purposes please contact Moorepay

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| **Company Details** | |
| **Client Name** |  |
| **Payroll Reference Number(s)** |  |

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| **User Details** | |
| **New User’s Name** |  | |
| **New User’s Email Address** |  | |
| **New User’s employee number** (see below if user is not currently active on the above pay references) |  | |
| If the user is not an employee on the above pay references, please provide the following information. Moorepay will then add the user to the system but not payroll  **User’s employment start date**    **User’s date of birth** |  | |

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| **Additional Details** |
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| **Confirmation** | |
| **Name of the Person completing this form** |  |
| **Contact Number** |  |
| **E-mail Address** |  |
| **Date on which the Form is completed** |  |
| **Signature** |  |

Please return this completed Change Request Form to tech.delivery@moorepay.co.uk