**Gender Pay Change Request**

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| **Company Details**  |

Please complete the Gender Pay Pay Code Definitions spreadsheet by indicating if a code is to be included in Pay, Hours (or both) or if the code is Bonus / Commission

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

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| **Special Requirements**  |

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| **Please provide any special rules you need** (Please provide as much detail as possible) |  |

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| **Additional Details**  |
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| **Confirmation** |

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

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| **Costs**  |

**By signing this document, I agree to the charge of £100 per payroll reference**

**Bespoke elements requested above may incur additional charges – a quote will be raised within 5 working days**

**If no bespoke elements are required your change will be completed within 5 working days upon receipt**

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