



EMPLOYER FUNDING - CHANGE OF CIRCUMSTANCES

Please use this form to tell us of a change to information contained on your existing Employer Funding application (TC711). **Do not** use this form to make your first application for funding. For your first application you use form TC711, available from the sources listed below.

Please tell us about any changes to your original application. It is particularly important that you tell us about

- changes to your bank or building society account
- an increase or decrease in your pay over amount

You **must** complete questions 1.1, 1.2, 1.3 and section 4. If any of these parts are missed it will take longer to process these changes. Apart from these sections, you only need to provide information where it differs from that previously given.

If you need further help completing this form phone the Employer's Helpline on 0845 7 143 143.

You can get copies of this form, or a TC711 from

- our website at www.inlandrevenue.gov.uk/employers/emp-form.htm or
- the Employer's Orderline on 0845 7 646 646

Alternatively you can tell us of a change of circumstances by phoning Accounts Office, Cumbernauld on 0845 602 3518

Section 5 Seasonal variations (optional)

Use this section if you believe the amount you will collect and pay over may change throughout the year and you wish to inform us about these changes now.

Period

Amount

Apr 6th – May 5th

£	
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May 6th – Jun 5th

£	
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Jun 6th – Jul 5th

£	
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Jul 6th – Aug 5th

£	
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Aug 6th – Sep 5th

£	
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Sep 6th – Oct 5th

£	
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Oct 6th – Nov 5th

£	
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Nov 6th – Dec 5th

£	
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Dec 6th – Jan 5th

£	
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Jan 6th – Feb 5th

£	
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Feb 6th – Mar 5th

£	
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Mar 6th – Apr 5th

£	
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