Employee No/NI number or the unique identifier that is used for the programme	First Name	Last Name	Payroll Name	Contribution Value	Current Legislation Type (New Legislation or Legacy)	Last Deduction Date	Current Earnings Cap	Email Address	Date of Birth of youngest child	Carer Name	Carer Email Address	Carer Address Line 1	Carer Address Line 2	Carer Postcode	Carer Telephone
Enter your employees unique identifier with which they will register			Enter your employees Payroll Name, so they can fall into the relevant payroll (i.e. Monthly)	Enter your employees current contribution (in 0.00 number format)	For pre 6 April 2011 CCV joiners - **Legacy** For post 6 April 2011 CCV joiners - **New Legislation** (We need to know if your employees are with Protected rights)	We need to know when was the last date on which employees received their CCV. Must be in (in YYYY-MM-DD)	(It is calculated based on the Tax bracket. Please complete the tax bracket in simple text format with one of the following values: **Basic**, **Higher** or **Additional**)	Please, enter a valid email address for your employees	Date of Birth of yougest child (in YYYY-MM-DD) If this date is not provided, the parent will need to add this date manually before the Approval Date of the relevant payroll						
The below dummy data is an example of what information we need to obtain. Parents will be able to add any information you cannot provide directly on their accounts.															
123456	John	Doe	Weekly	243.00	New Legislation	2020-12-15	Higher	john.doe@example.com	2019-01-01						
			obligatory information												
			contributions will not commence until the child's DOB is present in the parent's account can be provided with the transfer file or added by the parent												
			parents can add this at a later stage												