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 post 6 April 2011 CCV joiners -	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: <b>Basic</b> . <b>Higher or Additional</b> )	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						
						low dummy data is an example be able to add any information y									
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												Ĺ
			parents can add this at a later												
			stage												1