

## Employer Payslip Book

Income Tax Year

Accounts Office

Employer PAYE reference

Your reference

XXX/XXXXXXXX

XXXXXXXX

Income Tax - Pay As You Earn

### Employer Reference Number (ERN) - Key facts

Each organisation operating a PAYE scheme is allocated an ERN.

This is the reference number for their employees' income tax and national insurance contributions; also commonly referred to as 'Employer PAYE Reference'.

#### **The ERN is necessary to help claimants trace their employer's EL insurer**

On the Motor Insurance Database (MID), the vehicle registration number is the unique identifier that enables searches to identify the appropriate policy record.

The ERN performs a similar function on the Employers Liability Database (ELD) and has been adopted by the Employers Liability Tracing Office (ELTO) as the most effective unique identifier available.

#### **Claimants / employees will be able to find the employer's ERN**

The ERN is shown on the P45, P60, P11/D and most payslips. Claimants might not always have this information to hand, so from April 2012, HMRC will include the ERN when responding to employee requests for their employment history schedule.

#### **There are very few ERN exemptions**

In all cases where PAYE is operated, an ERN is allocated to the employer and the ERN applies to all UK businesses employing one or more people. A minority of employers do not have an ERN, including those that:

- Pay all their employees below the current PAYE threshold.

- Are registered in Guernsey and Jersey (these have no tax presence in the UK).

#### **Some employers have multiple ERNs**

Whilst rare, some employers possess more than one ERN, including those operating separate PAYE schemes for different business locations, ex-pats or company directors.

ELTO members are required to capture all ERNs for all employers covered on the policy.

#### **For more information, contact us:**

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