**Personal Details**

1. What would you like to call the scheme? Any name will be acceptable but should have “SSAS” in it.
2. Copy of your passport
3. Copy of your driving license
4. Home address, together with a proof of address (utility bill or a bank statement) and a confirmation of how long you have lived at this address (if less than 1 year, please provide a previous address).

Also please advise which address would you like to use as a correspondence address.

1. NI number
2. Personal UTR number used for self-assessment

**If you will not be the sole member trustee, points 2-6 apply to each trustee plus their phone number and e-mail address.**

**Company Details**

1. Company Name and Company Number
2. Corporation Tax Reference
3. Is the company registered for VAT? If so, please provide the VAT registration number.
4. Is the company registered for PAYE? If so, please provide the PAYE reference.
5. Number of people employed.
6. Company email address if different from your personal email address.
7. Company telephone number if different from your personal telephone number.

**Details of the remaining company directors (HMRC require details of all company directors to tax register the scheme even if they are not supposed to be the trustees)**

1. Name
2. Home address and a confirmation of how long they have lived at this address (if less than 1 year, please provide a previous address).
3. Date of birth
4. NI number
5. Personal UTR number used for self assessment
6. Phone Number
7. 6. E-mail address

**Accountant Details**

1. If you have an accountant, please provide their contact details