

DOCUMENTS REQUIRED FOR SETTING UP YOUR PAYE UMBRELLA SOLUTION



Fenero

DOCUMENTS REQUIRED

PHOTO ID

Your Proof of ID can be a passport, drivers licence or GNIB card where the date of expiry has not passed. Please note Services Card are not acceptable as a form of ID as no date of birth is visible on the card.

Here's what you need to do next...

Please upload a copy of your photo ID to the dedicated folder in [MyFenero](#).

PROOF OF ADDRESS

An acceptable form of Proof of Address is a recent utility bill / official documentation showing your current address. If you are relocating, it's fine to provide proof of address for your current address. Don't forget to send the details of your new address to your Fenero Account Manager once you have relocated.

Here's what you need to do next...

Please upload a copy of your Proof of Address to the dedicated folder in [MyFenero](#).

DOCUMENTS REQUIRED [CONTINUED]

SERVICE LEVEL AGREEMENT (SLA)

This document outlines details of the service we are providing to you, including the terms & conditions of our service.

Here's what you need to do next...

Please download your SLA from the dedicated folder in [MyFenero](#) and sign on pages 2 & 4. Then upload the signed copy to [MyFenero](#).

A digital signature is sufficient.

VISA

This is the official document showing you have permission to work in Ireland. Individuals from outside the EEA, Switzerland & the UK need this employment permit to work in Ireland. We are required to obtain a copy of this in order to provide services to you.

Here's what you need to do next...

Please upload a copy of your work visa to the dedicated folder in [MyFenero](#).

HERE TO HELP!

These documents should be submitted to us through 'MyFenero'. If you need any help doing this, please contact us:

umbrellasupport@fenero.ie

MULTI-AWARD WINNING TAX EXPERTS IN ALL THINGS CONTRACTING

12 yrs +

Experience

€100m+

Contractor payments
processed annually

1000s +

Contractors
supported by
our solutions



Winners
2020 Tax Team
of the Year



Winners
2019 Customer
Experience Impact in
Professional Services



Google Reviews
rating 4.9/5

