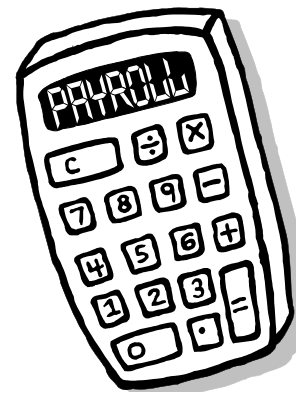


# Payroll Check

☆ Payroll Bureau ☆



## Employee Details Form

Company \_\_\_\_\_

Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

Title *Mr / Mrs / Ms / Dr* \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

National Insurance Number \_\_\_\_\_

Gender *Male / Female* \_\_\_\_\_

Company Director *NO* \_\_\_\_\_

Start Date \_\_\_\_\_

Hours per Week \_\_\_\_\_

Annual Salary (if full time) £ \_\_\_\_\_

Hourly Rate (if part-time) £ \_\_\_\_\_

Documentation:  P45 / P46 attached if neither form is supplied we will apply tax code BR X

Tax Credits, Student Loans, Court Orders etc

Additional Information:

The above named is authorised to be added to our payroll

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_