

Employee Payroll Information

This information will be used to run your payroll and will be passed to HMRC who will share it with the Department of Work and Pensions.

NAME OF EMPLOYER: _____

TITLE: _____ SURNAME _____

FIRST NAMES _____

Please do not use nick names or assumed names, just your registered official name and title please.

ADDRESS: _____

POST CODE: _____

Where you are registered as living

DATE OF BIRTH: _____ NATIONAL INSURANCE NUMBER: _____

GENDER: _____ MARITAL STATUS ____ Married / Single / Divorced ____

NATIONALITY _____

PASSPORT NUMBER: _____ EXPIRY DATE: _____

If you have not got a passport, leave blank

Tax Details

Please tick one of the following statements, A B or C. We need this information to ensure you are on the correct tax code and HMRC require all new starters to have done this.

TICK ONE

____ **A** - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State Pension or Occupational Pension.

____ **B** - This is now my only job but since last 6 April I have had another job, or received Taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State Pension or Occupational Pension.

____ **C** - As well as my new job. I have another job or receive a State Pension or Occupational Pension.

YES/NO Have you left a course of UK higher education before last 6 April?
And received your first UK Student Loan instalment on or after
1 September 1998 and not fully repaid your Student Loan?

YES/NO Are you repaying your UK Student Loan by agreement with the
UK Student Loans Company to make monthly payments through
Your bank or building society account.

I (name) _____

Confirm that the information I have given is correct (Signed) _____

BANK DETAILS (if applicable)

Bank Name _____

Account Name _____

Account Number _____

Sort Code _____

Have you included a P45? **YES/NO**

Job Title _____

Start Date _____