

NEW STARTER PAYROLL FORM

This form should be completed and sent with the following information:

- Passport
- P45
- Copy of valid work permit/visa (if applicable)

PERSONAL DETAILS

Surname	First name(s)
Date of birth	Title
Current address	Post Code
Home telephone number	Mobile telephone number
National Insurance number	

EMERGENCY CONTACT DETAILS

Name	Relationship
Address	
Telephone number	

BANK DETAILS

Name of Bank/Building Society	
Address	
Bank account number	Sort code

NEW POST DETAILS

Job title	Department
Salary / Pay Rate	Start Date
Normal Hours per week	SSP Qualifying Days

DECLARATION

I declare that to the best of my knowledge the information given above is correct.

Signature Date

FOR OFFICE USE ONLY

Passport checked (2 copies taken)		Original P45	
		P46 (in absence of a P45 form)	
Employee number			