

Please note that the following information must be supplied in full, must be accurate and must be current or it will fail HMRC data checks and we will be unable set up the employee on the payroll. Please complete in Block Capitals

Company:		
Title Mr/Mrs/Miss/Ms		Compulsory
Employee Surname		Must be as detailed on the Birth Certificate
Employee Forename		DO NOT USE NICKNAMES OR SHORTENED NAMES
Other Forename (s)		ALL FORENAMES MUST BE GIVEN
Address		Must be a full address including postcode
Postcode		
NI Number:		Compulsory
Current Gender M/F		Compulsory
Marital Status:		Compulsory
Date of Birth:		Compulsory
Date of Joining:		Compulsory
Department:		
Director (Y/N)		
Annual Salary		
OR		
Hourly Rate		Hours Per Week: <input type="text"/>

Employees paid by BACS (this information is not required if employees are not paid by BACS)

Bank Name:		
Bank Address:		
Bank Sort Code (6 Digits)		
Bank Account Number ( 8 digits)		
Building Society Roll Number:		
Building Society Name:		

If no P45 is available a P46 must be signed and either the original or a copy must be forwarded to the bureau  
 If no P45 or P46 is enclosed a 0T tax code will be operated.