

PAYROLL FORM

In order for you to be paid promptly this form needs to be completed by all new starters and faxed back Lily Tan on 020 8933 0870. Without this form we will be unable to process your payment.

Fax all future correspondence including timesheets to 020 7242 5757.

Employee Details	Client Details
Name:	Contact:
Address:	Address:
Tel number:	Tel number:

Start date:
Start Time:
Job title:
Finish Date:
Pay rate per hour:

FOR OFFICE USE ONLY
Charge Rate:
Pay Rate:
Holiday Pay:
NI Cost:

1. *Do you have a P45?* Yes / No
If YES, please attach.
If NO, please attach a P46.

2. *Are you self-employed?* Yes / No
If YES, please complete the following:

National Insurance Number
Tax District Reference Number

3. *Are you a Limited Company?*
If yes, please complete the following

Company Name:
Company Registration Number:
Date of Incorporation:

Please also attach a copy of Form 288 and a Certificate of Incorporation.

BANK DETAILS	
Bank	
Branch Name	
Account Name	
Account No.	
Sort Code	