

Employee details form & new starter declaration

Please note that items marked with a * are mandatory, any missing details may delay payroll being processed

Use black pen and make sure you write clearly so that all details are easily readable

You must provide the following items along with completing this form

- **Photographic ID (either a colour photocopy / scan of your passport or your UK driving license)**
- **P45 or New starter declaration (fully completed and signed declaration) if a P45 is not available**

Any missing or incorrect information on this form will result in delay of processing payroll for this person

Employer Details

Company Name *: Company name.

Date started *: Date started.

Personal Details

Salutation *: Mr Mrs Miss Ms

Forename(s) *: Forename(s)

Surname *: Surname

Gender *: Male Female

Date of Birth *: D.O.B.

Marital Status: Single Married Separated

NI Number *: NI Number.

Address *: Address line 1.

Address: Address line 2.

City *: City.

County *: County.

Post Code *: Postcode.

Telephone *: Telephone.

Email Address *: Email address.

Payroll Details

Are you a director? *: Yes No (If yes then complete director since date)

Director since: Director since.

Do you have a student loan? * Yes No

Bank Details

Bank Name Bank name.

Bank Address: Bank address.

A/C number Account number.

Sort Code: Sort code.

Name on Account: Name on account.

Next of Kin Details

Name *: Name

Relationship *: Relationship.

Telephone *: Telephone.

Pay details (For employer use only)

Contract type: Perm: Temp: Fixed Term: S/E:

Payment frequency: Weekly: Monthly:

Payment type: BACS: Cheque: Cash:

Contracted Hours: Hours.

Contracted Days: Days.

Hourly rate: Rate. £ Per Hour

Salary Rate: Salary. £ Per Year

Overtime rate: OT rate. £ Per Hour

Holiday entitlement (days): Holiday. (28 days including bank holidays is the legal minimum)

New Starter Declaration

You only need to complete this section of the form if you do not have a P45 from your last employer.

If you do not have a P45 and need to complete this section of the form please make sure that you complete both sections before signing.

Employee Statement

Which of the following statements applies to your current employment situation?, please put a cross in the box next to the most relevant answer.

- 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 my only job, but since last 6 April they I had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive state or occupational pension.
- C. I have another job or receive a state or occupational pension.

Student Loan

I have a Student Loan which is not fully repaid and I left a course of UK higher education before last 6 April and I received my first Student Loan instalment on or after 1 September 1998.

Yes

No

Select 'No' if you are repaying your Student Loan direct to the Student Loans Company by agreed monthly payments.

I confirm that the information stated in the above declaration to be true and correct.

Signature.	Date.