

Business Name

GENERAL

Surname

Forenames

Title Mr Mrs Miss Other

Gender Male Female

Work Type

Department

Director Yes No

PERSONAL

Address

Telephone No

Marital Status Single Married

Date Of Birth

TAX DETAILS

Tax Code Week 1 - Yes No

Taxable Pay

Tax Paid

NI DETAILS

NI Number

PAY RATES

Pay Frequency Weekly 2 Weekly 4 Weekly Monthly

Rate Indicator Hourly Weekly Monthly Annually

Std Hours Hrs Per Week Month Year

Pay Rate Per Rate Indicator

PAYMENT METHOD

Pay Type Cash Cheque Bank Other

Bank Sort Code - -

Bank Name

Bank Branch

Account No

B/Soc A/c

BOBS/Autopay

SUNDRY

Join Date

Holiday Entitlement Hours per year (4 x HOURS PER WEEK MINIMUM)

Authorised by

Signature

Date