

NEW EMPLOYEE DETAILS

CLIENT NAME ..... DATE .....

Employee Name .....

Address .....

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Job Title .....

Department (If Used) .....

Date Of Birth .....

N.I. Number .....

P45 Attached Y/N                      P46 Attached Y/N

Employment Start Date .....

Annual Salary £..... Or Hourly/Daily/Weekly Rate £.....

Payment Frequency    Weekly/Fortnightly/Monthly/Quarterly/Annually

Payment Method        Cash/Cheque/Bank Credit/BACS

Bank Details (If Bank Credit or BACS)

Name Of Bank .....

Branch .....

Account In The Name Of .....

Account Number .....

Sort Code .....