

NEW EMPLOYEE INFORMATION – PAYROLL REQUEST FORM

Employer:		Client ID:	
Employee Name: Full and official forenames and surname. Your name should match that of official documentation including your full middle name, do not initialise any part of your name. e.g. James Edward Jones should be stated if correct and not J.E Jones. Always provide your formal name and not a shortened or nick name.			
Title: e.g. Mr/Mrs/ Ms		Forename:	
		Middle Names:	
Surname		Known as:	
Date of Birth: Ensure your date of birth provided is correct as this will affect your entitlement to state benefits if incorrect			
Day:		Month:	
		Year:	
National Insurance Number (NINO): Your NINO will begin with two letters followed by six numbers and will end with a letter, either A, B, C or D. e.g AA123456C.			
Home Address:			
Postcode:			
Email Address: (Required for electronic payslips)			
Gender: Please tick		Marital Status: Please tick:	
<input type="checkbox"/> Male <input type="checkbox"/> Female		Single <input type="checkbox"/> Partnered <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Other <input type="checkbox"/>	
Number of Hours normally worked in a week (Please tick):			
Up to 15.99 hours <input type="checkbox"/>		24.00 to 29.99 <input type="checkbox"/>	
16 to 23.99 hours <input type="checkbox"/>		30.00 hours or more <input type="checkbox"/>	
		Other <input type="checkbox"/>	
Student Loan Please advise if you have an income contingent student loan to repay at the commencement date of employment.			
Yes, I have a student loan <input type="checkbox"/>		No, I do not have a Student Loan <input type="checkbox"/>	
Employment Start Date:			
Hourly Rate of Pay:			
I certify that the above information is true and correct:			
Signature:		Date:	