

## Employee Registration

Please complete the following details and return to the above address. You must supply the details marked with an \*

### Personal Details

Full employee name (including title) \* \_\_\_\_\_

National Insurance Number \*

Date of birth (dd/mm/yyyy) \*   /   /

Address and post code \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email address \_\_\_\_\_ Payslip by email? Yes  No

If paid by BACS, Sort code       Account no

(Not set up for BACS payments? Please ask for details)

### Employment Details

Employee Number (unless provided by us) \_\_\_\_\_

Start Date (dd/mm/yyyy) \*   /   /

Job Title \_\_\_\_\_ Department (if applicable) \_\_\_\_\_

Days worked / week \*  Hours worked / week   Salary / Hourly rate \* \_\_\_\_\_

### Tax Code Details \*

**To avoid your new employee paying excessive income tax it is important that this section is completed. If the employee is unable to provide you with a P45 now, please complete and return the attached P46 form and supply the P45 details at a later date.**

### P45

Employers PAYE reference    /

Leaving Date (dd/mm/yyyy)   /   /

Student Loan? Yes  No  Tax Code \_\_\_\_\_ W/M1 Yes  No

Last Period Paid \_\_\_\_\_ Total Pay \_\_\_\_\_ Total Tax \_\_\_\_\_

All the information given above, relating to my employee, is accurate and correct.

Signed \_\_\_\_\_

Date \_\_\_\_\_