Payroll Check

Employee Details Form
For providing details of new employees

Employer	

Surname	
Forename(s)	
Title	Mr / Mrs / Miss / Dr
Home Address	
Date of Birth	
Nationality	
National Insurance Number	
Gender	☐ Male ☐ Female ☐
Company Director	☐ Yes ☐ No
Pay Frequency	☐ Weekly ☐ Monthly

Start Date	
Basic Hours per Week	

Pay: Annual Salary	
or Hourly Rate	

Pension Scheme / Provider	
Employee contribution	
Employer contribution	

Documentation:	☐ P45 / Starter Checklist attached If neither form is submitted tax code 0TX will be operated
	☐ Tax Credits, Student Loans, Court Orders etc
	☐

Additional Information:

The above named is authorised to be added to our payroll	
Signed:	Date:
Name:	

Completed form to be sent to: Payroll Check, 31 Hopps Road, Kingswood, Nr Bristol BS15 9QQ

Note: Further copies of this form, and the HMRC Starter Checklist (for those without a P45) available from: www.payrollbureau.net/forms