

NEW EMPLOYEE REGISTRATION FORM FOR PAYROLL SERVICE

Employer Name										
Employer Address										
Employee Details										
Full Name (inc Title Mr, Ms, Miss)										
Address										
							Postcode			
Tel No.				Mobile						
Email Address (for payslip to be sent)										
Right to work in the UK?		Y/N	Evidence e.g. Passport No. P60 (keep photocopy)							
NI No:				Date of birth						
Emergency Contact (Name) Relationship?					Tel No.					
Driving Licence Number										
PVG No. (16 digits)										
Regulatory Body Details		Body Code				Registration No.				
Starter Checklist Completed?			Y/N	Sharing Mandate Completed?			Y/N			
Employee Bank Account Details (for paying wages)										
Name of Bank (e.g. Halifax)										
Name of Account Holder										
Sort Code					Account No.					
Employee Signature										
To be completed by Employer										
Hourly Rate				Sleepover Rate				Mileage Rate		
Contracted Hrs?						Variable Hours?				
Shift Pattern (if known)			Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Start Date				Statement of Main Terms Completed				Yes/No		
Signed						Date				