



Bank Details

Please complete this form enabling us to pay your wages straight into your account through BACS. In order to do this we need to know the details of your bank or building society account.

The name of your Bank or Building Society:

The account name (e.g. your name):

The bank sort code number (6 digits):

Account no (8 digits):

Ref no (Building Societies only):

This information will be passed on to our Bank to set up the BACS system; otherwise the information is strictly confidential. Please return your P45 with this form. If you do not have your P45 or it is out of date (i.e. it is more than 3 months old) please complete the P46 provided.

Starter Details:

Name: Male/Female:

Address:

..... Postcode:

Telephone Number: Mobile Number:

Date of Birth: Marital Status:

National Insurance Number: Nationality:

In case of emergency, we require details of your next of kin:

Name:

Address:

Telephone no: Relationship:

Assignment Details (to be completed by Morgan Jones):

Start Date: Pay/Charge Rate:

Company:

Please Note:

We must receive the relevant paperwork promptly to ensure the smooth running of our payroll facility. A stamped addressed envelope has been provided for your convenience.

Kind Regards - Kim Tompsett (Payroll Dept)

Head Office: 100 High Street, Broadstairs, Kent, CT10 1JB • Tel: 01843 604890 • Fax: 01843 864773
Canterbury Office: 4 Beer Cart Lane, Canterbury, Kent, CT1 2NY • Tel: 01227 762233 • Fax: 01227 762293
enquiries@morganjones.net
www.morganjones.net