

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 information that you provide is strictly confidential.

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):

In order for us to be able to send out electronic payslips we will require your email address details and a secure password

Email.....Password.....

We also require your Passport No. for our payroll as of April 2014

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 If you do not have your P45 or it is out of date (i.e. it is more than 3 months old) please complete the P46 provided.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)

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