

***YOUR COMPANY NAME HERE***

**\* New/\*Amended Employee Details**

\* Please delete as appropriate

( Complete Name & Payroll ID (if assigned) in all cases )

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**Payroll ID :** \_\_\_\_\_ (if assigned)

**Title/Name:** \_\_\_\_\_

**Address (in full):** \_\_\_\_\_

**N.I. Number:**

**Date of Birth:** \_\_\_\_\_ **Male/Female**

**Account Holders Name :** \_\_\_\_\_

**Sort Code :**       (must be 6 digits)

**Account Number :**         (must be 8 digits)

**Account Ref :** \_\_\_\_\_ (variable)

Authorisation of account holder (if not employee) to make payments to the account detailed above : \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

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**Client Use only :**

**Start Date:** \_\_\_\_\_

**Contracted Hours :** \_\_\_\_\_ **With Effect From** \_\_\_\_\_

**Salary:** \_\_\_\_\_ **With Effect From** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **With Effect From** \_\_\_\_\_

**Additional Info :** \_\_\_\_\_

**Client Auth. :** \_\_\_\_\_