

NEW EMPLOYEE DETAILS

First Name(s):		Date of Birth:	
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Surname:		National Insurance No:	
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Marital Status:		Start Date:	
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Address 1:			
Address 2:		Store:	
Address 3:		Annual Salary:	
Address 4:		OR	
		Hourly Rate:	
Email Address:			

BANK DETAILS

Name:		Sort Code:	
Branch:		A/C No: (8 digits)	
A/C Name:			

Please note that where a form P45 is not provided, a starter checklist should be signed, and either statement A, B, or C should be ticked as appropriate. Failure to provide a form P45 or starter checklist may result in an employee paying too much tax.