

Payroll Solutions — Employee Personnel Sheet

Employer's Name	
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Employee Details

Name			
Address			
Postcode			
Telephone Number(s) & <i>email address:</i>			
N. I. Number			
Date of Birth			
Marital Status			
Start Date			
Rates of Pay	Day	Evening	Sleepover
Normal/Standard Weekly Hours			

Employee Bank Details

Bank	
Branch Address	
Account Name	
Account Number	
Sort Code	

I confirm the above details are correct:

Signature: _____

Date: _____

Please turn over →

Employee Statement

You need to select only one of the following statements A, B or C.

- A This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C As well as my new job, I have another job or receive a State or Occupational Pension.

Yes	No	I have a Student Loan which is not fully repaid and I left a course of UK higher education before last 6 April and I received my first Student Loan instalment on or after 1 September 1998.
<input type="checkbox"/>	<input type="checkbox"/>	

Select 'No' if you are repaying your Student Loan direct to the Student Loans company by agreed monthly payments.