

Employee Details Form

PayrollOffice.UK

For use by non-UK based employers

Employer			
Surname			
Forename(s)			
Title	Mr / Mrs / Miss / Mx / Dr		
Home Address			
Date of Birth	Day month year		
Nationality	①		
National Insurance Number	②		
Gender	Male / Female /		
Company Director	Yes / No		
Pay Frequency	Weekly / Monthly		
Start Date	Day month year		
Basic Hours per Week			
Pay: Annual Salary	£		
or Hourly Rate	£		
Bank Account	Sort Code:	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	
	Account Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Name of account holder(s):			
Documentation:	<input type="checkbox"/> P45 / Starter Checklist attached ③		
Please retain the originals of relevant documents and send only copies	<input type="checkbox"/> Tax Credits, Student Loans, Court Orders etc		
	<input type="checkbox"/>		

The above named is authorised to be added to our payroll	
Signed:	
Name:	Date:

- ① The employer has a statutory duty to ensure that their employees are legally entitled to work in the UK. There are potential significant penalties if the employer fails to carry out sufficient and diligent checks and needs to retain proof that the checks have been undertaken. Further information at: www.gov.uk/check-job-applicant-right-to-work
- ② If the employee does not have a UK National Insurance Number (NINO) the employee should be asked to apply for one. This can be a lengthy process. The employee should be directed to the information at: www.gov.uk/apply-national-insurance-number Note that the employer cannot apply for a National Insurance Number on behalf of their employee.
- ③ Form P45 is issued by the previous employer (or Job Centre Plus if the new starter was previously unemployed). If the employee does not have a P45, or has not received it yet, then they should complete a Starter Checklist. The form can be downloaded from www.gov.uk/government/publications/payee-starter-checklist