

New Employee Form



Please complete one form for each new employee and return to us. A substitute to this form can be used. Do not duplicate information already provided.

Company Name _____

PERSONAL DETAILS

Title _____ Forename(s) _____ Surname _____

Home Address _____

Date of Birth _____ M / F _____ Start Date _____

If above retirement age, does employee hold NI exemption certificate? _____

PAYMENT DETAILS

Annual Salary _____ Hourly Rate _____ Overtime Rate _____

Payment Type: Cash / Cheque / BACS _____ First Pay Date _____

Frequency: Weekly / Fortnightly / Four Weekly / Monthly _____

Number of days worked each week _____ Number of hours per week _____

National Insurance Number _____

TAX INFORMATION

If employee has supplied a P45, please attach to this form and ignore this section.

If employee does not have a P45 they must complete a P46 (see downloads if you haven't got one)

BACS INFORMATION

If employee to be paid by BACS through us, please complete below

Bank Sort Code _____

Bank Account Number _____

Reference if Building Society Account _____

Additional Notes

Please return to:
Mustard Payroll
15a High Street, Tunbridge Wells, Kent, TN1 1UT
Tel 01892 548930 Fax 01892 542685