

COMMUNITY ACCOUNTANCY SERVICE LTD

PAYROLL BUREAU - EMPLOYEE'S DATA SHEET

EMPLOYER

Employee

Title Mr/Mrs/Miss/Ms (delete as appropriate)

Surname

Forenames

Date of Birth

Address

Nat Ins Number

Postcode

Tax code _____ cumulative / month1
P45 / P46 enclosed (delete as appropriate)

Normal working days

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hours worked per week

Is this part time?

YES NO

(delete as appropriate)

START DATE

Rate of pay

_____ per

Hour week month year

(delete as appropriate)

Other Payments (eg callout)

please specify

_____ per _____

_____ per _____

_____ per _____

Deductions (eg Union)

please specify

_____ per _____

_____ per _____

_____ per _____

Pension Scheme (if applicable)

type _____ (eg stakeholder/personal etc)

emp'ee contribution _____

emp'ee contribution _____

If you pay staff by bank transfer please complete their bank details below

Sort code

Name of Bank

Account number

Branch

Reference number (building societies)

Autopay code (if appropriate)

Starter Form

Authorised by

signature

Date

Print Name
