Employee's personal details   **Please complete this form in full to enable wages to be paid**

Title | Mr | | Mrs | | Miss | | Other | |

Last name or family name

First name(s)

Are you male or female?   ○ Male   ○ Female

Date of birth *eg dd mm yyyy*

Home address

Address line 1   Required

Address line 2   Required

Address line 3

Postcode   Required
(if your address is in the UK)

| Letter | Letter | Number | Number | Number | Number | Number | Number | | Letter |

National Insurance number

Email address
(payslips will be sent here)

Bank details

Bank name

Account name *as on bank card*

Account number   (8 numbers)

Sort code   [ ][ ] - [ ][ ] - [ ][ ]

Employee Statement

You need to select **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 have received taxabke 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.

○ **Student Loans -** If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan, enter 'X' in this box. (Do **not** enter 'X' here if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.)

Please print your name and sign here to confirm that this information is correct.

Full name [   ]   Signature [   ]

Date *eg dd mm yyyy*

For Employers use only   HC on PS   Yes [ ]   No [ ]   Start date [   ]