

NEW EMPLOYEE PAYROLL PROCESS FORM



EMPLOYER USE ONLY	Bureau Use Only
Start Date:	Tax Code
TUPE:	NI CAT
PAID?	SL1/SL2
RATE	PAY/ID
BACS/CHQ	DIRECTOR

Please ensure you complete all sections of this form in BLACK INK.

PERSONAL INFORMATION			
TITLE		CHRISTIAN NAME	
MIDDLE NAME (S)		SURNAME	
DATE OF BIRTH		AGE	
GENDER		WORKS NUMBER	Bureau Use Only
ADDRESS	POSTCODE		
Email Address		TELEPHONE NUMBER	
DAYS WORKED (Please Circle)	M T W T F S S Hours of Work Per Week This enables the Bureau to calculate entitlement	NATIONAL INSURANCE NO:	

BANK DETAILS				
BANK NAME & ADDRESS *POSTCODE*				
SORT CODE		ACCOUNT NUMBER		ACCOUNT NAME
NEXT OF KIN DETAILS	Please provide an emergency contact telephone number			
NATIONALITY		PASSPORT NUMBER		MARITAL STATUS
P45...?				

Please note the amount of payroll processed by SIMCO Business is advised by your employer. If for any reason you believe your payroll is incorrect, please advise your employer first instance. If you have any queries regarding your Tax/NI, please contact us. hello@simco.business.

The Employer is reminded you are responsible to ensure your employee has the rights to work in the United Kingdom as per Home Office and HM Revenue & Customs Laws.

Please forward this form, complete with P45 and HMRC new starter to SIMCO for processing. Please ensure encryption is used.

Employee Declaration

I declare the information given to be true and accurate. (EMPLOYEE)		
Signed:		Date:
Employer Declaration		
I declare the information given to be true and accurate. (EMPLOYER)		
Signed:	Date:	Company Name/Account Number