

EMPLOYER'S NAME:

This form MUST be completed in full

LAST NAME (Family Name):			
FIRST NAMES:			
MALE OR FEMALE:		DATE OF BIRTH:	
HOME ADDRESS:		POSTCODE:	
NATIONAL INSURANCE NUMBER: 2 Letters followed by 6 numbers then A,B,C or D			
EMPLOYMENT START DATE:			
AVERAGE WEEKLY HOURS:		Hours	Category
<p>This is now required it is not the same as contracted hours e.g. if overtime is expected hours could be more. As a guide HMRC categories are: A) Up to 15.99 hours B) 16 to 23.99 hours C) 24 to 29.99 hours D) 30 plus hours E) Other</p>			
PASSPORT NUMBER:		e-mail address	
<p>Not required for UK nationals who give you a National Insurance number. You are required to check whether Non UK nationals are permitted to work in the UK before employing them please see the guide at https://www.gov.uk/employers-checks-job-applicants.</p>			

NEW EMPLOYEE'S STATEMENT (Employee should tick **one** statement)

This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state occupational pension. _____

OR

This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or Incapacity Benefit. I do not receive a state or occupational pension. _____

OR

I have another job or receive a state or occupational pension. _____

Do you have a Student Loan which is not fully repaid and where you left a course of UK higher education before last 6 April and received your first Student Loan instalment on or after 1 September 1998

Please make sure that the employee signs below.

I confirm that this information is correct. Signed _____ Date _____

The form must be printed and signed. An electronic copy is not sufficient

**NEW EMPLOYEE'S
DETAILS**

**Information required by Stewart &
Partners to operate payroll**

EMPLOYER'S NAME:

NAME:	
RATE OF PAY:	per
PAYMENT METHOD (e.g. BACS, CHEQUE, CASH)	
DEPARTMENT OR JOB DESCRIPTION:	
EMPLOYMENT START DATE:	
WORKING PATTERN IF PART TIME OR SHIFT WORK:	
BANK DETAILS IF PAYING BY BACS	
BANK NAME AND ADDRESS:	
BANK ACCOUNT NAME:	
BANK SORT CODE (6 digits)	
BANK ACCOUNT NO. (8 digits)	
Other Information if required e.g. Next of Kin, Home Telephone etc.:	