# Logo email 2019Complete 1 form for every employee and right to work in UK.

# NYCIL PAYROLL SERVICE

# Employer:

**Employee Personal Details**

Surname Forename 1 Forename 2 Title

Preferred name Gender

## Male Female

Date of Birth (DD/MM/YY)

## / /

Passport number

Address Postcode

Country (if not UK) Telephone Mobile

e-mail

# Work and Pay Details

NI number Job title Pay frequency

## Weekly

2-Weekly

Tax code Tax basis

## w1m1 Cumulative

Mileage allowance Total weekly hours

Rate of pay

Date started

(DD/MM/YY)

## / /

Normal hours

## A: Up to 15.99 B: 16-29.99 hrs

C: 30 hrs or more D: Other

4-Weekly Monthly

Pay method

## BACS

Cash

Cheque

**Bank Details**

Bank name Account name Sort code Account number

# Starter Data

Starter type

## Existing employee Starter with a P45 Starter without a P45

Student Loans

Starter declaration

## This is my first job since the start of the tax year

I have had another job since the start of the tax year, but this is now my only job I currently have another job or pension

I make Student Loan repayments through payroll I have an attachment of earnings

**P45 from Previous Employment**

Leaving date (DD/MM/YY) Mnth/WK No. Tax Code: Pay to date: Tax to date:

## / /