

New Starter Form MANAGED Account

This form is to be used when starting a **new** employee on the above scheme with PayPartners

Service User name	
Service User contact Tel number	

1. Details of person to be employed:

Surname		Title	
Forename(s)			
Address			
			Post Code
Gender	Male / Female		
Date of Birth			
National Insurance Number			
Start Date			
Tax Form Submitted	P45	<input checked="" type="checkbox"/>	P46 <input checked="" type="checkbox"/> P38 Student <input checked="" type="checkbox"/>
Bank name/address			
Sort code			
Account number			
Account name			
Build Society ref			

2. Payment details: (please fill in the hourly rates)

Description	Hourly rate			
Standard pay	£			
Other 1	£			
Other 2	£			
Pay frequency	4-Weekly	<input checked="" type="checkbox"/>	Monthly	<input checked="" type="checkbox"/>

3. Supplementary notes: (please record any notes in the box below)

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Direct Payment Officer Contact	
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I authorise PayPartners to add the above to my payroll and make payments in accordance with hours notified by me to them.

Signed (Service User)	
Today's date	