

**Standard Direct Payment New Starter Form**

<b>Service User name</b>	
<b>Service User contact Tel number</b>	

**1. Details of person to be employed:**

<b>Surname</b>		<b>Title</b>	
<b>Forename(s)</b>			
<b>Address</b>			
		<b>Post Code</b>	
<b>Gender</b>	<b>Male / Female</b>		
<b>Date of Birth</b>			
<b>National Insurance Number</b>			
<b>Employment Start Date</b>			
<b>Tax Document Attached</b>	<b>P45</b>	<input checked="" type="checkbox"/>	<b>P46</b> <input checked="" type="checkbox"/> <b>P38 Student</b> <input checked="" type="checkbox"/>

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

<b>Description</b>	<b>Hourly rate</b>			
<b>Standard pay</b>	£			
<b>Other 1</b>	£			
<b>Other 2</b>	£			
<b>Other 3</b>	£			
<b>Pay Frequency</b>	<b>Weekly</b>	<input checked="" type="checkbox"/>	<b>4-Weekly</b>	<input checked="" type="checkbox"/> <b>Monthly</b> <input checked="" type="checkbox"/>

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

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

<b>Signed (Service User)</b>	
<b>Today's date</b>	

PayPartners Ltd, Lancastrian Office Centre, Talbot Road, Stretford, Manchester, M32 0FP