

PA/Carer “Something has changed”

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www.pay-partners.co.uk

Employer Details

Employer Name		
Telephone No (for queries)		

CURRENT Employee Details

Surname		Title	Mr/Mrs/Miss/Ms
Forename(s)	First Forename	Second Forename	
Address 1			
Address 2			
City		Post Code	

What's Changed? Please complete the relevant sections.

New Name

Surname		Title	Mr/Mrs/Miss/Ms
Forename(s)	First Forename	Second Forename	
Why has this changed?			

New Address

Address 1			
Address 2			
City		Post Code	

New E-mail Address

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New Bank Details

Bank Name		Bank Branch	
Sort Code		Account Number	
Account Holders Name			
This is my own account	Someone else's account (if yes, please state whose account)		
Yes / No	Yes / No		

New Employment Status/Hours

Were you full time and now reducing your hours? How many will you now work?	Answer
Were you part time/holiday cover and now increasing your hours? How many will you now work?	Answer
Something else	Answer

New hours to be worked & pay rate

Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL
Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs
£	£	£	£	£	£	£	£

Tell us about any other changes

Signed EMPLOYEE		Date	
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