

PA/Employee “Something has changed”

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 NEW? (please tick)

Name	Address	E-mail Address	Bank Details	Employment Status/Hours	Something else

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	
Why has this changed?			

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		

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

Tell us about your revised 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

Data Protection Statement - The information you provide on this form will be used for the purposes of calculating payroll and pensions data. In providing this service to your employer, you consent to your personal data being included on a computerised database and consent to PayPartners sharing your personal details to the Local Authority that supervises your employer. We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways permitted or required by law.

Signed EMPLOYEE		Date	
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