

EMPLOYEE DETAILS FORM

(Please photocopy & complete for each employee)

Company Name

Employee Name

Employee Address

Date of Birth

Date of Joining

Tax Code

National Insurance
Number

REMUNERATION

Basic
Rate / Salary

 PER HOUR / WEEK / MONTH / YEAR

TAXATION & NI (P45 or P46 for every new employee MUST be supplied)

DEPARTMENT

ADDITIONAL INFORMATION (Deductions or Additions, Please tick and supply details)

Court Order

CSA Deduction

Attachment of Earnings

Other

ANY ADDITIONAL NOTES