



NEW EMPLOYEE FORM (PART 1)

EMPLOYER/BUSINESS NAME:

EMPLOYEE DETAILS:

Title (eg Mr)
Surname
Forename 1 (in full)
Forename 2 (in full)
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address
Post Code
Date of Birth/...../.....
National Insurance Number
Passport Number
Email Address

BANK DETAILS (only if paid by BACS/Bank Transfer):

Bank Name
Sort Code (6 digits)/...../.....
Account Number (8 digits)
Building Society Reference/Roll Number
Account Name (in the name of)

**THIS FORM MUST BE COMPLETED AND RETURNED TO PAYMAN.CO.UK LTD.
PAYMENT WILL NOT BE POSSIBLE WITHOUT BOTH COMPLETED FORMS
(PART 1 & PART 2).**

EMPLOYEE STATEMENT:

You must tick one of the following statements **A, B or C.**

- A** - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B** - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C** - As well as my new job. I have another job or receive a State or Occupational Pension.

Student Loan

Do you have a Student Loan which is not fully repaid? (If **No**, tick box and go to Declaration)

Yes **No**

Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?

Yes **No**

Student Loan Plans

You will have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before 1 September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

What type of Student Loan do you have?

Plan 1 **Plan 2**

Did you finish your studies before the last 6 April?

Yes **No**

Declaration

I confirm that the information I have given is correct

Signature of Employee

Date/...../.....



NEW EMPLOYEE FORM (PART 2)

EMPLOYEE NAME:

EMPLOYMENT DETAILS:

Start Date/...../.....

Director? Yes/No **If Yes.** Date Appointed/...../.....

Job Title

Department

Pay Frequency Weekly/2-Weekly/4-Weekly/Monthly/Quarterly/Annually

Normal Weekly Hours **A: Up to 15.99**
 (please tick appropriate box, needed for RTI) **B: 16-23.99**
 C: 24-29.99
 D: 30 hours or more
 E: Other

Salary/Annual Rate £..... Hourly Rate £.....

Hours Per Week Days Per Week

Working Days M.....T.....W.....T.....F.....S.....S.....

Hours Per Day M.....T.....W.....T.....F.....S.....S.....

Payment Method Cash/Cheque/Bank/Other

Auto Enrolment (If you have already staged)

Will you be postponing the Automatic Enrolment of this employee?
 (you can for up to 3 months from start date but employee can still opt in)

Yes **No**

Date to Postpone to/...../.....

The identity of has been checked. Copies of checked documents are on file/attached.

Signature of Employer

Date/...../.....