

NEW STARTER PAYROLL FORM

This form should be completed and returned to HR with the following information:

- Passport
- Copy of valid work permit/visa (if applicable)
- P45

PERSONAL DETAILS

Surname:	First name(s):
Date of birth:	Title:
Current address:	
	Postcode:
Home telephone number:	Mobile number:
National Insurance number:	Email address:

BANK DETAILS

Name of Bank:
Bank Address:
Bank Account Number:
Sort Code:
Is this a joint account?
If yes, please give details:

PENSION SCHEME

We've chosen to offer NEST as our workplace pension scheme to meet our employer duties and help you put money aside for your retirement. We've postponed the date we start automatically enrolling people who are eligible to be enrolled, to 3 months after their start date. This is known as the deferral date. If you wish to become a member of NEST before the deferral date, you will need to let us know in writing by sending a letter or email to HR, which must contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". If you require further information regarding the workplace pension, please contact HR.

The information provided on this form will be used and stored in accordance with the Data Protection Act 2018.

EMERGENCY CONTACTS	
Primary Contact	
Surname:	
Forename:	
Relationship to employee:	
Home:	
Work:	
Mobile:	
Secondary Contact	
Surname:	
Forename:	
Relationship to employee:	
Home Number:	
Work number:	
Mobile number:	
DECLARATION	
I declare to the best of my knowledge that the information given above is correct, and I understand and agree that should any of my details change, it is my responsibility to inform HR immediately. Signature..... Date.....	
FOR OFFICE USE ONLY	
Salary:	Start date:
Location:	Line manager:
P45/P46:	Passport checked:

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