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| NEW STARTER PAYROLL FORM |
| This form should be completed and sent with a P45 (or P46 in absence of a P45) to:**Finance Dept, Ty AVOW, 21 Egerton Street, Wrexham, LL11 1ND** |
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| EMPLOYER DETAILS |
| Employer name | Address |
|  |  |
|  |  |
| PAYE ref (if known) |  |
| Telephone number | Post code |
| EMPLOYEE DETAILS |
| Title | Address |
| First name(s) |  |
| Surname |  |
| Date of birth |  |
| Telephone number | Post code |
| National insurance number (or passport number if no NI no) |  |
| BANK DETAILS (IF APPLICABLE) |
| Name of Bank/Building Society |
| Bank address |
| Name on account (if different from employee name) |  |
| Account number | Sort code |
| NEW POST DETAILS |
| Job title | Department |
| Salary / Pay Rate | Start Date |
| Normal Hours per week | SSP Qualifying Days |
| DECLARATION |
| I declare that to the best of my knowledge the information given above is correct. |
| Signature ……………………………………………….. | Date ……………………………………………………… |
|  |
| FOR OFFICE USE ONLY |
| Original P45 |  | P46 (in absence of a P45 form) |  |