|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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** | | | | |
|  | |  | | |
| 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) | |  |