

**PERSONNEL DETAILS**

**NEW STARTER**

**SURNAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ **VERIFIED:** \_\_\_\_\_

**MARITAL STATUS:** \_\_\_\_\_ **VERIFIED:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **CASUAL/TEMPORARY/PERMANENT**

**BANK ACCOUNT**

I certify that I wish my wages/salary to be paid into the following account:

**Bank/Building Society:** \_\_\_\_\_ **Account Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Sort Code:**    **Account No:**

**COUNCIL TAX/RENT**

If you live in Slavenage you can have your Council Tax and/or Rent deducted from your wages/salary

- \* 1. Rent & Council Tax
- \* 2. Council Tax
- \* 3. Rent only

I wish the deduction to commence from ..... and undertake to inform the Exchequer Section of any changes likely to affect these deductions.

**CAR USERS**

Please provide a copy of your current Insurance Policy showing that you are covered for business use

Cubic Capacity of motor vehicle to be used for business

I hereby certify that I have read all the above sections and that the information supplied is to the best of my knowledge correct

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INCOME TAX & N.I. NUMBER**

**P45** \* Yes/No **P46 Completed** \* Yes/No

**N.I. Number**

