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| COMPANY NAME |
| TELEPHONE NUMBER |

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|----------------------------------|------------|
| EMPLOYEE PERSONAL DETAILS | |
| Surname: | Address 1: |
| Forename: | Address 2: |
| Date of Birth: | Address 3: |
| National Insurance No: | Address 4: |
| National Insurance Code: | Post Code: |
| Date Employment Commenced: | |

| | |
|-------------------------------------|--------------------------------------|
| EMPLOYEE PAY RATE | |
| Weekly Paid Hourly Employees | Weekly Paid Employees |
| Hourly Rate | |
| basic rate £ | weekly rate £ |
| rate @ 1.3 £ | |
| rate @ 1.5 £ | |
| double time £ | |
| Fortnightly Paid Employees | Monthly Paid Employees |
| basic rate £ | annual salary £ |

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|------------------------------|
| EMPLOYEE BANK DETAILS |
| Pay Method: |
| Name of Bank: |
| Sort Code: |
| Account Number: |
| Account Holder: |

| | | |
|--------------------------------|--------------|---------------|
| EMPLOYEE TAX DETAILS | | |
| (please circle as appropriate) | P45 Received | P46 Completed |

**FAX THIS FORM TO 01698 791399 OR
E-MAIL TO INFO@PENNYPAYROLL.CO.UK**