



**HM Revenue
& Customs**

Employee Details Form

PLEASE PRINT CLEARLY USING BLOCK CAPITALS

Employers Name:	
Your Carers Details:	
Title: Mr Mrs Miss Ms	
Surname:	
First Name(s):	
Address:	
Date of Birth:	
National Insurance Number:	
First Date of Employment	
Agreed Hourly Pay Rate	£
Agreed Weekly Working Hours	
Carers Contact Phone No.	
Carers Email Address	
If your employer has arranged to have your salary transferred directly to your account via Barrie Bookkeeping and Payroll Solutions Ltd, please complete the bank details section PLEASE PRINT CLEARLY	
Bank Name:	
Branch:	
Sort Code: (6 Digits)	
Account Number: (8 Digits)	
Reference No. (If Building Society)	
Account in Name Of: (If Different from above)	
If you would like us to hold your emergency contact details on file, please complete the section below.	
Emergency Contact Name:	
Relationship:	
Emergency Contact Telephone Number:	

I confirm that the details given are correct. If bank details are completed I confirm that this is the bank account I wish to have my salary paid into, I understand that this is subject to the contractual arrangements between Barrie Bookkeeping and Payroll Solutions Ltd and my employer. If emergency details are completed I authorise Barrie Bookkeeping and Payroll Solutions to hold these details on file and release them to my employer at their request.

Signed: _____ Print Name: _____
Date: _____



Employee's personal details

1 Last name or family name

2 First name(s)

Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth

5 Home address

 Postcode
 Country

3 Are you male or female?

Male Female

6 National Insurance number (if known)

4 Date of birth DD MM YYYY

7 Employment start date DD MM YYYY

8 Payroll ID or works number (if you have one)

Employee statement

9 You need to select only one of the following statements A, B or C

A This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

B This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.

C As well as my new job, I have another job or receive a State or Occupational Pension.

10 Do you have a Student Loan which is not fully repaid and all of the following apply:
 You have left a course of higher education before last 6 April.
 You have received your first Student Loan instalment on or after 1 September 1998.

No Yes



Signed:

Date:

IMPORTANT NOTE:

You must tick box A, B or C. If no box is ticked you will pay 20% of all your earnings in tax.