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| --- | --- |
| **PERSONAL INFORMATION** |  |
| Title |  |
| First Name |  |
| Middle Initials |  |
| Last Name |  |
| NI number |  |
| Gender |  |
| Marital Status |  |
| Date of Birth |  |
| Address |  |
| Postcode |  |
| Phone |  |
| Mobile |  |
| Email |  |
| Employee Number |  |

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| --- | --- | --- |
| **PAYROLL & COMPENSATION INFORMATION** |  | |
| Earnings Details (e.g. annual salary or hourly rate plus any regular bonus details) |  | |
| Pay Frequency |  | |
| Pay Method |  | |
| Tax Code |  | |
| Number of hours worked per week (please tick which applies) | Up to 15.99 hours |  |
| 16 – 23.99 hours |  |
| 24 – 29.99 hours |  |
| 30 hours or more |  |
| Not specified |  |
| NI Code |  | |
| Employee is subject to student loan collections? *(please tick if applies)* | Yes |  |
| Employee is Director? *(please tick if applies)* | Yes |  |

|  |  |  |
| --- | --- | --- |
| **EMPLOYMENT INFORMATION** |  | |
| Start Date |  | |
| P45 / P46 filed? |  | |
| Starting declaration *(please tick which applies)* | First job since start of tax year |  |
| Only job (currently) |  |
| Has another job or pension |  |
| Leaving Date |  | |

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| **STATUTORY PAY DETAILS** |  |
| Note details of SSP, SMP, OSPP, ASPP or SAP |  |