

Employer:

Personal details

Surname	Forename 1	Forename 2	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred name	Gender	Date of Birth (DD/MM/YY)	Photo
<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
Address			
<input type="text"/>			
Postcode	Country (if not UK)	Telephone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mobile	e-mail	Passport number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Work and pay details

NI number	Job title	Department	Pay frequency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Weekly
Works number	Director	Date started (DD/MM/YY)	<input type="checkbox"/> 2-Weekly
<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/> 4-Weekly
Tax code	Tax basis	Normal hours	<input type="checkbox"/> Monthly
<input type="text"/>	<input type="checkbox"/> w1m1 <input type="checkbox"/> Cumulative	<input type="checkbox"/> Up to 15.99	Pay method
NI table letter	Normal pay rate	<input type="checkbox"/> 16-23.99 hrs	<input type="checkbox"/> BACS
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 24-29.99 hrs	<input type="checkbox"/> BACS (with hash code)
		<input type="checkbox"/> 30 hrs or more	<input type="checkbox"/> Cash
		<input type="checkbox"/> Other	<input type="checkbox"/> Cheque

Bank details

Bank name	Account name	Sort code	Account number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Starter data

Starter type	Starter declaration
<input type="checkbox"/> Existing employee	<input type="checkbox"/> This is my first job since the start of the tax year
<input type="checkbox"/> Starter with a P45	<input type="checkbox"/> I have had another job since the start of the tax year, but this is now my only job
<input type="checkbox"/> Starter without a P45	<input type="checkbox"/> I currently have another job or pension
Student Loans	
<input type="checkbox"/> I make Student Loan repayments through payroll	

P45 from previous employment

Leaving date (DD/MM/YY)	Tax code	Tax basis	
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Cumulative <input type="checkbox"/> w1m1	
Month number	Week number	Pay to date	Tax to date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes