PAYE.

Agency Partner Name: Kwik Staff Limited Cost Centre Number: 259

Change of Details ☐ Weekend Starter ☐ Holiday Pay Included – Pay Weekly ☐

If Change of Details - Employee Number ☐

THIS FORM MUST BE ACCURATELY COMPLETED IN BLOCK CAPITALS

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Title ☐ D.O.B ☐

Forename ☐ Surname ☐

National Insurance Number ☐☐☐☐☐

Address:

Post Code:

Temps to note. Payment will be made directly to your account via the BACS system. Please complete the details below of the account to which payment is to be made. If the account is not your own please sign the authorisation below – you can Collect Cash on Friday via Kwik Staff, call for details and sign authorisation also.

Bank Name:

Address:

Payee Name

Sort Code ☐☐☐☐☐☐

Account Number ☐☐☐☐☐☐☐☐

Building Society Ref ☐

AUTHORISATION Date

Please pay my wages into another persons / my agencies bank account.

Signed**X** Print Name

Please complete and sign a tax form – **we can only accept original documents**

Tax Status	Form Required
PAYE	P45
Unemployed / No P45	P46
Student	P38

Completed by**X** Date

For Cash Simply Use Only

Input by _____ Tax Code Input _____

Checked By _____ Date Tax Form to I.R _____

Kwik Staff Payroll is Processed by Cash Simply Limited. All Pay is via Bank Transfer.