



PAYE Form to be completed by all new Starters

Agency Partner Name Cost Centre Number

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 authorization.

Bank Name:	Payee Name <input type="text"/>
Address:	Sort Code <input type="text"/>
	Account Number <input type="text"/>
	Building Society Ref <input type="text"/>

AUTHORISATION	Date
Please pay my wages into Another Persons/ Kwik Staff's Bank account (Delete as necessary).	
Signed	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 _____ Date _____

For Cash Simply Use Only

Input by _____ Tax Code Input _____
Checked By _____ Date Tax Form to I.R _____