



**New Employee Details**

Family Name

Title

Forename(s)

Home Address

Personal Tel No

Emergency Tel No

Post Code

Status

**Identification Information**

National Insurance No

Date of Birth

Gender

Worker Registration No

Passport/Visa checked and photocopied

**Employee P46 Declaration (Select either A or B or C, then D if applicable)**

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

**Statement B** This is now my only job but since 6th April last I did have another job or received at least one of the taxable incomes listed above but NOT a pension.

**Statement C** As well as this job, I have at least one other job or receive a pension.

**Statement D** I have a Student Loan which is not fully repaid -AND- I left a course of UK Higher Education -AND- I received my first loan installment between Sept 1998 and today inclusive.

I repay this Student Loan from my bank account by Direct Debit / Standing Order and not via payroll.

**Employee P38(S) Declaration (If you are a student working in your holiday)**

I am a student continuing to attend a school/college after the next 5th April, employed only in my holidays AND my total income (excluding scholarships and grants) in the current Tax Year will be less than the full personal allowance (e.g. £8105)

I currently attend (give name of School/College)

**Employee P45 Declaration**

<- Select the option which is True

Signature of Employee to say these details are correct

Date

**Job Details**

Job Title / Position Awarded

Starting (First Day of Work)

Contracted Hours

per

(enter 0 if zero hour contract or adhoc hours)

Name of Pay

Hourly Rate

This employee is normally paid

**P45 from old Employer to New Employer**

Last Employer Reference

Date of Leaving

Final Tax Code Used

Week 1 / Month 1

Gross Pay To Date

PAYE Tax To Date

Student Loan Applies

**Transfer of Existing Payroll from another system**

If you are transferring your current payroll to us, we will need additional information as follows:-

Information Supplied

Date of last Pay Run

Last Tax Code Used

Week 1 / Month 1

Gross Pay To Date

PAYE Tax to Date

National Insurance to Date

NI Table Used

SSP paid to Date

SMP/SPP Paid to Date

Please print / Save This information and send to [office@accountancy.coop](mailto:office@accountancy.coop), or fax to 01202 621488, or Post to Payroll Dept., Accountancy Co-operative, 56 Dorchester Road, Lytchett Minster, BH16 6JE.