

# Client Payroll Information Form Personnel Data

ACCOUNTS  
NAVIGATOR

## PERSONAL DETAILS

Company Code \_\_\_\_\_

(for office use only)

Title	First Name	Middle Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marital Status	Gender	Nationality	Job Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	National Insurance Number	Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	County	Post Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone	Mobile	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## PAYROLL INFORMATION

Salary/Daily Rate/ Hourly Rate (£)	Payment Cycle	Payment Method?	Auto-Enrolment?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax Code	NI Code	Student Loans?	Director?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## BANK DETAILS

Payee Name	Sort Code	Account No
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Name	Branch Address	Post Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

## EMPLOYMENT INFORMATION

Job Title/ Description	Standard Hours Worked Per Week	Start Date	Leave Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Staff Benefits	Holiday Entitlement	Sick Days w/ Pay	Employer Authorised Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tick at least one of the following boxes

- A** This is my first job since last 6th April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, incapacity benefit or a state or occupational pension.
- B** This is now my only job but since last 6th April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension.
- C** I have another job or receive a state or occupational pension
- D** Student Loans: I have undertaken a course of UK Higher Education and have yet to fully repay my student loan. (NB: Do NOT tick this box if you are repaying your student loan through monthly payments direct from your bank or building society account)

Employee Signature	Employer Signature:	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Automatic Enrolment - Workplace Pension Duties

Under the Pensions Act 2008, every employer in the UK must put certain staff into a workplace pension scheme and contribute towards it. This is called 'automatic enrolment'. If you employ at least one person you are an employer and you have certain legal duties.

*Putting the Clients First to enable Change of Lives through Business Development & Growth*