

NEW EMPLOYEE/AMENDMENT OF DETAILS

Company Name	KENNEDYPEARCE CONSULTING		
	Marital Status:		
Surname:			
Forename:			
Address:			
Postcode			
Start date:		Leave Date	
Date of birth:		National Insurance no:	
Pay Method:	Bacs	Reduced Rate/Exempt Card in operation - Attach	

BANK DETAILS

Bank name:		Branch:	
Sort code:		Acct Number MUST BE 8 digits long	
Bldg. Soc Reference:			

TAX DETAILS

P45 enclosed:	Yes/No	
P46 enclosed:	Yes/No	
P38 (S) enclosed:	Yes/No	

PAY DETAILS – FOR OFFICE USE ONLY

Pay freq:	weekly	No of hours per week	
Hourly rate of pay:	(inclusive of hol pay)	Salary p.a.	
Other rates:			
Department		Branch	
Cost Centre		Director Y / N	Dir Start date:
Pension scheme in operation:	Yes / No	Pension start date:	
Pension details:			
Authorised by:		Input by:	Checked by:
	Date:	Date:	Date: