

Willows Accountancy Limited

Payroll Services - Employee Details Form.

Employee Section – To be completed by the employee

Company Name	
Title (Mr,Mrs,Miss,Ms,Dr,Sir,Prof,The Rev.The Hon)	
Surname	
Forenames	
Address Line 1	
POST CODE	
Sex	Male/Female Please circle
Marital Status Please circle	Single/Married/Divorced/Widowed/ Civil Partnership/Other
Date of Birth	DD/MM/YY Age _____
Starting Date	DD/MM/YY
Are you a Non-UK Worker? Tick Yes if you have been seconded from a non-UK employer, your base remains outside the UK or your contract remains with a non-UK employer and you will return to work outside the UK for your non-UK employer after the placement.	YES/NO Please circle
Disabled	
Have you been given a P45 from your previous employment? If yes please staple to the back of this form.	YES/NO Please circle
Starting Declaration Please read the following statements and identify which statement (A, B or C) is best suited to your situation; A. This is your first job since last 6 April and you have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, state pension or occupational pension. B. This is your only job, but since last 6 April you have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. You do not receive state or occupational pension. C. They have another job or pension If you do not complete this section you will be put onto 20% tax with no allowances.	Please circle one only letter that best suited your situation; A B C
Did you ever have a Student Loan?	YES/NO Please circle
If you did have a Student loan – Did you start your studies prior to 1st September 2012?	YES/NO Please circle Yes Plan 1 / No Plan 2
National Insurance Number	

Employer Section – To be completed by the employer

Have you conducted a Right to Work Check on this employee? Please circle	No/Yes, I'm Recording this elsewhere Visit: https://www.gov.uk/check-job-applicant-right-to-work																					
Is this employee an Apprentice?	YES/NO Please circle																					
Is this employee in the Governments Welfare to Work Programme?	YES/NO Please circle																					
How will you pay the wages?	Cheque/Faster Payment/Bacs/Cash/Other																					
Is this employee a director?	YES/NO Please circle																					
Hourly Rate of pay or yearly salary. Please ensure you have checked and comply to national minimum wage.																						
Number of hours the employee will work in a normal week. Please ensure this is as per their contract.																						
Please complete with the days worked for this employee and the corresponding hours worked per day. Please ensure this is as per their contract.	Day of the week <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; font-weight: bold;"> <tr> <td style="width: 20px;">M</td> <td style="width: 20px;">T</td> <td style="width: 20px;">W</td> <td style="width: 20px;">T</td> <td style="width: 20px;">F</td> <td style="width: 20px;">S</td> <td style="width: 20px;">S</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> Hours Worked <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> i.e. If 40hours worked per week, 8 each day put an 8 in each box from Monday to Friday then 0 in Sat and Sun.	M	T	W	T	F	S	S														
M	T	W	T	F	S	S																
RTI Payroll ID : If you have previously prepared the payroll yourself using sage payroll software or are moving to us from a previous payroll provider that used sage, please provide us with the above employee's RTI Payroll ID.																						
Employees First Pay date																						

General Data Protection Regulation

Willows Accountancy Ltd will use this information to upload onto our payroll software and the information above transmitted to HMRC and NEST to comply with Real Time Information legislation and legislation set by the Pensions Regulator with regard to workplace pensions. For further information please refer to the privacy policy on our web site (willowsaccountancy.co.uk). You can withdraw this consent at any time.

I sign to say that I am happy for my data to be transferred in this was and confirm that the above information that I have supplied on this form is true and accurate. If any of the above information changes I will inform my employer immediately:

Employee signature _____ **Date :** _____

Employer signature _____ **Date :** _____

Print your name _____ **Position in the company** _____

<p><u>Willows Admin Purposes</u></p> <p>Pension Duties – Prior to this employee being added was this company a director only company with an exemption? P32 master sheet Updated – employees normal pay shift pattern</p> <p>NI Category confirmed</p> <p>Apprentice -Put marker on particulars of payroll and tick and enter the apprentice's start date onto the sage employees record card.</p>	<p>Yes/No If yes, Notify NW</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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If ANY parts of this form are NOT completed this form will be automatically returned to you for completion.