

# Payline New Employee. *Please photocopy this form if you need further copies.*

Important Employee Information. Please supply one form for each new employee. **If you do not have full information and you want to start making payments, you must at least supply the information requested in Italics.** We'll return the form to you for completion.

Send forms to Payline, 36-37 Newhaven Enterprise Centre, Denton Island, Newhaven. Or fax to 01273 615081. If you have any queries over completing this form, please call us on 01273 615080

From (Company): \_\_\_\_\_

<p><b>New Employee Details.</b> Block capitals, and if faxing, black ink please.</p> <p><i>Mr/Mrs/Ms</i> _____ <i>Forename(s)</i> _____ <i>Surname</i> _____</p> <p>Address &amp; Postcode _____</p> <p>NI Number _____ Date of Birth _____ <i>Start Date</i> _____ M/F _____</p> <p>Job Title _____ Department _____ <i>Payment Method (Cash/Cheque etc)</i> _____</p> <p><i>Employee No. (unless we provide number)</i> _____ <i>Pay frequency Weekly/Fortnightly/4-Weekly/Monthly</i> _____</p> <p><i>NIC Contribution Code A, B or C</i> _____ Average no. of working days each week (needed to calculate SSP) _____</p> <p><small>(A= Most people, B= Married Women's Reduced Rate - Certificate required, C= Age Exempt)</small></p>																											
<p><b>This section <u>must</u> be completed</b> <i>Tax Code and how to apply it. We cannot calculate payments without a tax code.</i></p> <p>If employee is presenting a P45 please provide pay and tax to date figures if shown on P45:</p> <p>P45 Pay _____ P45 Tax _____ Tax Code _____ Wk1 Y/N _____ Period Last Paid _____</p> <p><b>OR</b> If signing P46 – indicate with a tick <input checked="" type="checkbox"/> which of the following statements apply (if any) <i>see a P46 for full statement wording</i></p> <p>Statement A - This is employee's first Job since last April 5th _____ (Code will be 522L)</p> <p>Statement B - This is employee's only or main job _____ (Code will be 522L Week 1/Month 1)</p> <p>Statement C - Employee also receives a pension _____ (Code will be Basic Rate (BR))</p> <p>If this is not the main job, Basic Rate (BR) will apply</p> <p><b>If you do not complete this section we will by default apply Basic Rate.</b></p>																											
<p>If we process Direct Crediting on your behalf by BACS direct transfer...</p> <p>Bank or Building Society Sort Code _____ Bank or Building Society Account No _____</p> <p>Building Society Savings Account Reference (if applicable) _____</p> <p style="text-align: center;"><b>Not set up for paying by BACS? Ask us for details if you would like to apply.</b></p>																											
<p><b>This section <u>must</u> be completed.</b> <i>Usual Pay Elements and Rates</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Element</i></th> <th style="text-align: left;"><i>Number</i></th> <th style="text-align: left;"><i>Rate £</i></th> <th style="text-align: left;"><i>Analysis Code (optional)</i></th> </tr> </thead> <tbody> <tr> <td><i>Example: 'Basic Hours' or 'Monthly Salary'</i></td> <td><i>e.g. '40' or '1'</i></td> <td><i>e.g. '3.70' or '1650.50'</i></td> <td><i>e.g. '0001'</i></td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p><i>First Pay Date</i> _____ <i>First Pay Amount</i> _____ Notes _____</p> <p>_____</p>				<i>Element</i>	<i>Number</i>	<i>Rate £</i>	<i>Analysis Code (optional)</i>	<i>Example: 'Basic Hours' or 'Monthly Salary'</i>	<i>e.g. '40' or '1'</i>	<i>e.g. '3.70' or '1650.50'</i>	<i>e.g. '0001'</i>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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