

NEW EMPLOYEE REGISTRATION FORM

Title	<input type="text"/>	Cost Centre	<input type="text"/>
Full Official Forename(s)	<input type="text"/>	Department	<input type="text"/>
Surname	<input type="text"/>	Gross Pay	<input type="text"/> Annum / Month / Week / Hour
Address (in full and including postcode)	<input type="text"/>	Other Regular Payments or Deductions	<input type="text"/>
Gender	<input type="text"/>	Standard Contractual Weekly Hours	<input type="text"/>
Marital Status	<input type="text"/>	Pay Method	<input type="text"/>
Date of Birth	<input type="text"/>	Pension Scheme applicable (mandatory)	<input type="text"/>
Passport Number	<input type="text"/>	Pension start date	<input type="text"/>
Employment Start Date	<input type="text"/>	E'er Contribution	<input type="text"/>
NI Number	<input type="text"/>	E'ee Contribution	<input type="text"/>
Tax Code / Student Loan	<input type="text"/> / Y / N	Bank Name	<input type="text"/>
Email Address	<input type="text"/>	Account Name	<input type="text"/>
Pay Frequency	<input type="text"/>	Sort Code	<input type="text"/>
Director	Yes / No	Account Number	<input type="text"/>
Directorship Start Date	<input type="text"/>	B/Soc Ref No	<input type="text"/>

Employment Starting Declaration for HMRC

Please tick only one

A: This is my first job since 6 April	<input type="checkbox"/>	Student Loan Applies	<input type="text"/> Yes / No
B: This is currently my only job	<input type="checkbox"/>	Student Loan Plan No	<input type="text"/> Plan 1 / Plan 2
C: I have another job or pension	<input type="checkbox"/>	Signed	<input type="text"/>

Employee to complete and sign

Date