

Self Directed Support Scheme New Starter Form

Service User name	
Service User contact Tel number	

1. Details of person to be employed:

Surname		Title	
Forename(s)			
Address			
	Post Code		
Gender	Male / Female		
Date of Birth			
National Insurance Number			
Employment Start Date			
Tax Document Attached	P45	<input checked="" type="checkbox"/>	P46 <input checked="" type="checkbox"/> P38 Student <input checked="" type="checkbox"/>

2. Payment details: (please fill in the hourly rates)

Description	Hourly rate					
Standard pay	£					
Other 1	£					
Other 2	£					
Other 3	£					
Pay Frequency	n/a	<input checked="" type="checkbox"/>	4-Weekly	<input checked="" type="checkbox"/>	Monthly	<input checked="" type="checkbox"/>

3. Supplementary notes: (please record any notes in the box below)

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I authorise PayPartners to add the above person to my payroll and make payments to them in accordance with hours notified by me.

Signed (Service User)	
Today's date	

PayPartners Ltd, Lancastrian Office Centre, Talbot Road, Stretford, Manchester, M32 0FP