

EMPLOYEE INFORMATION SHEET

PERSONAL INFORMATION Please tick and/or complete the relevant boxes

NAME	
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NIN		<input type="checkbox"/>	N/A
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PAYROLL NUMBER		<input type="checkbox"/>	N/A
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EMPLOYEE NUMBER		<input type="checkbox"/>	N/A
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ADDRESS	
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<input type="checkbox"/>	MALE	<input type="checkbox"/>	MARRIED	DATE OF BIRTH	<input type="text" value="/ /"/>
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<input type="checkbox"/>	FEMALE	<input type="checkbox"/>	SINGLE	DATE JOINED	<input type="text" value="/ /"/>
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PAYROLL INFORMATION Please tick and/or complete the relevant boxes

THE EMPLOYEE IS A DIRECTOR

SUBJECT TO A STUDENT LOAN

SUBJECT TO A PENSION PLAN

QUALIFIES FOR SCOTTISH VARIABLE RATE

TAX CODE	<input type="text"/>	DATE EFFECTIVE FROM	<input type="text" value="/ /"/>
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NI CODE	<input type="text"/>	DATE EFFECTIVE FROM	<input type="text" value="/ /"/>
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COPY OF LAST PAYSリップ ENCLOSED (Existing employee)

COPY OF P45 ENCLOSED (New employee)

Please complete the following section if last payslip or P45 has not been enclosed

PAY DATE	<input type="text" value="/ /"/>	YTD TAXABLE PAY	<input type="text" value="."/>
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MONHT / WEEK	<input type="text"/>	YTD TAX PAID	<input type="text" value="."/>
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YTD TOTAL PAY	<input type="text" value="."/>	YTD NI PAID	<input type="text" value="."/>
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Is this employee payroll interval different from others? No Yes

WEEKLY FORTNIGHTLY MONTHLY OTHER