

**BRISTOL COMMUNITY ACCOUNTANCY PROJECT
PAYROLL SERVICE**

Organisation name

EMPLOYEE DETAILS

Form P45 or P46 MUST be attached to this form
P46 can be downloaded from <http://www.hmrc.gov.uk/forms/p46.pdf>

Please answer all questions so that employee can be correctly set up on your payroll

Personal Details

Title Mr/Mrs/Miss/Ms/Other (please tick)

Male ☐

Marital status..... single/married/other (please tick)

Female ☐

Name (This must be in full and not abbreviated)

.....

Address.....

.....**Post Code**.....

Date of Birth**National Insurance No**.....

Employment Details

Date commenced employment**Days worked** M T W T F S S (please circle days worked)

Salary Details - please answer all that apply

Scale point

Hours worked per week

Annual rate of pay:-

Full Time Equivalent £

Actual Annual £.....

Hourly rate of pay £

Current gross monthly pay £

Please inform BCAP if any of the above details change or:

Provide dates of sickness if the employee is off sick for more than four days, or:

If the employee is taking statutory leave i.e. maternity, paternity adoption

Please return a completed form for each employee to Bristol Community Accountancy Project,
The Park, Daventry Road, Knowle, Bristol BS4 1DQ or email to payroll@bcap.info