

# PAYCO CONSTRUCTION PAYE

## PERSONAL DETAILS



TITLE: \_\_\_\_\_ FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ HOME TEL NUMBER: \_\_\_\_\_

MOBILE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ NI NUMBER: \_\_\_\_\_

TRADE: \_\_\_\_\_ START DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

P45 / P46 ENCLOSED (PLEASE TICK)

NEXT OF KIN: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

AGENCY & BRANCH: \_\_\_\_\_

BRANCH: \_\_\_\_\_ TEL NUMBER: \_\_\_\_\_

BANK/BUILDING SOCIETY NAME: \_\_\_\_\_

BANK ADDRESS: \_\_\_\_\_

ACCOUNT HOLDER NAME: \_\_\_\_\_ ACCOUNT SORT CODE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_ ROLL NUMBER: \_\_\_\_\_

### Insurance

**Self-Employed subcontractors are required to have adequate Public Liability. If you already have cover please send us a copy of your insurance certificate. Otherwise we will arrange cover as part of our subcontractor package.**

INSURANCE COMPANY: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

CERTIFICATE NUMBER: \_\_\_\_\_

**Payco construction PAYE require all subcontractors to have Personal Accident Insurance and is provided as part of our subcontractor package. If you already have cover please send us a copy of your insurance certificate.**

INSURANCE COMPANY: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

CERTIFICATE NUMBER: \_\_\_\_\_

### Checklist of information and documents required as a subcontractor to payco construction PAYE;

- Completed Personal Details Form
- Signed Subcontractors Contract of Services
- Copy of passport or other proof for eligibility to work regulations
- Where applicable completed Conduct of Employment Opt-out Notification