



Employee Information Form

This form is for new employees. Please complete in BLOCK CAPITALS

Name of Organisation

This form should be fully completed and returned to Bradford Community Payroll & Accounts with a copy of the employees P45 or P46

Title Forename.....
 (eg. Mr, Mrs,Ms)

Surname

Address

.....Post Code.....

Date of Birth Male/Female.....

National Insurance Number

Job Title/Description

Employment Start Date

Normal working hours (e.g. 35, 21)

Normal working days (e.g. Mon-Fri)

Full-time pay per annum

Your pay per annum

Hourly rate of pay (if applicable)

Bank Details (to be completed if salary being paid via BACS)

Bank Name Name on Account

Sort Code Account Number.....

Please provide one of the following as appropriate (please tick):

P45 P46 A copy of current P11

This form should be signed by an authorised signatory of the organisation.

To the best of my knowledge the information given above is correct.

Signed..... Date.....