

Company Name

### Employee Set Up Form for New Employees

Employee No.  
Surname  
Forename  
Title (*Mr, Mrs, etc*)

  
  
  

Date of Birth  
Start Date  
Gender  
Pay Method

  
  
  
 *T = Transfer, C = Cheque*

Pay Group (*optional*)  
Department (*optional*)

 *4 Digits*  
 *4 Digits*

Employee Address

  
  
  
  

Postcode  
E-mail address

  

NI Number  
NI Table Letter  
Pay Frequency  
Salary  
Hourly Rate  
Contracted Hours

  
  
  
  
  

Indicate to us the employees work pattern (see below)

Days Worked  
Mon Tues Wed Thur Fri Sat Sun

#### Pension Details

Employer Contribution % or £  
Employee Contribution % or £

  

#### Director

Yes/No?

NI to be deducted a) Cumulatively or b) Monthly  
Date Directorship Commenced

  
  

#### Bank/Building Society Details

Sort Code *6 digits*  
Account Number *8 digits*  
Building Soc Ref

  
  

Select **only one** of the following statements

**A** - This is my first job since last April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension

**B** - This is now my only job but since last 6th April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit, I do not receive a State or Occupational Pension

**C** - As well as my new job, I have another job or receive a State or Occupational Pension

Do you have a Student Loan which is not fully repaid and all of the following apply

\* You left a course of UK higher education before last 6 April and

\* You received your first Student Loan instalment on or after 1 September 1998

**Please Note:** Shaded boxes are mandatory information required by HMRC. Failure to complete the shaded boxes may result in SGW Payroll being unable to run the payroll and you may incur fines from HMRC