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| --- | --- |
| quillaccounts | **Q-Emp1**  **Employee Details** |

|  |  |
| --- | --- |
| **Employer name:** |  |

**About you**

All details in this section must be complete.

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| First name: |  |
| Middle name(s): |  |
|  | |
| Home address: |  |
| Post code: |  |
|  |  |
| Phone number(s): |  |
|  |  |
| Date of birth: |  |
| NI Number: |  |
|  |  |

**About your job**

If you are unsure about any of these details, please check with your employer before completing.

|  |  |
| --- | --- |
| Job title: |  |
| Start date: |  |
| Hourly rate: | £ |

Working hours

|  |  |
| --- | --- |
| Normal hours per week  (if variable, state “variable”): |  |

Hours worked per day (leave blank if no set pattern):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|  |  |  |  |  |  |  |

**Tax information**

This helps us to ensure that you are taxed correctly on your earnings in this employment. If you do not supply this information accurately and promptly, you may be over/under taxed.

P45

|  |  |
| --- | --- |
| Do you have a P45 from a previous job? |  |

* Please enclose your P45 with this form.
* A P45 is only valid if it was issued in the current tax year(i.e. on or after 6th April)
* If you have recently left a job and have not yet received a P45 from your previous employer, please tick the box above and forward it to our office as soon as you receive it.

If you do not have a P45, please complete an HMRC “Starter Checklist” form – making sure you tick the correct “Employee Statement”. Please enclose the Starter Checklist with this form.

If you are concerned about your tax code (e.g. if you have more than one source of income) you can call HMRC on: 0300 200 3300 to discuss. Any subsequent changes to your tax code will be sent by post to you and directly to us and/or your employer to be applied to your earnings.

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|  |

**Bank details**

Please only complete this section if you will be paid direct by Quill Accounts. If you are unsure, please check with your employer.

|  |  |
| --- | --- |
| Account name: |  |
| Branch: |  |
| Sort code: |  |
| Account number: |  |

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|  |

**Additional information**

Please use this section to notify us about any additional information that you feel is relevant.

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