

Employer name:

About you

All details in this section must be complete.

Title:	<input type="text"/>
Surname:	<input type="text"/>
First name:	<input type="text"/>
Middle name(s):	<input type="text"/>
Home address:	<input type="text"/>
Post code:	<input type="text"/>
Phone number(s):	<input type="text"/>
Date of birth:	<input type="text"/>
NI Number:	<input type="text"/>

About your job

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

Job title:	<input type="text"/>
Start date:	<input type="text"/>
Hourly rate:	£ <input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

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:	<input type="text"/>
Branch:	<input type="text"/>
Sort code:	<input type="text"/>
Account number:	<input type="text"/>

Additional information

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

Data Protection and Confidentiality/GDPR

By supplying your details on this form you are agreeing to provide Quill Accounts with your information and for your information to be used by us in order to process your pay.

Your information will not be used for any other purpose and will never be sold or passed by us to any other company or body without your prior consent.

Who do we share your information with?

We will never disclose personal information without your prior consent, other than in the normal course of processing your pay and meeting your employer's legal obligations, with regards to being an employer and also in meeting the requirements of their funding provider(s). As such, we routinely share your information as follows:

- With your employer – in processing your pay
- HMRC – in processing your pay
- DWP – in processing your pay (e.g. in relation to an earnings arrestment or if we receive an enquiry regarding your income)
- Other government bodies, only in relation to your employer's legal obligations (e.g. Office for National Statistics)
- Pension providers (normally NEST) and The Pensions Regulator – in processing your pay. You may be automatically enrolled to a Workplace Pension scheme or you will be given the option to join a scheme (depending on your level of earnings). This may happen automatically, in accordance with current pension rules, but we will always write to you regarding this in more detail.
- Funding provider(s) – your employer will normally be required to provide financial monitoring information to their funding provider(s) (e.g. local authority, social work and other support staff, ILF, etc.); we therefore regularly send this information on your employer's behalf. Information provided will normally be general payroll and earnings information and we may also include details of employees as required. This information is only used to monitor how the funding is being used and for calculations of future funding and planning of care/support.

How is your information stored?

Data is held securely in a variety of paper and electronic files. Information is held for a minimum of 3 years prior to the current tax year. When no longer required, information is securely destroyed.

Your rights

Under the General Data Protection Regulation (GDPR), you have a right to ask for a copy of any personally identifiable information about you that we hold. You can obtain details by writing to our office.

Agreement

I agree to my information being passed to Quill Accounts Ltd and I understand that that my personal information will be used and shared as noted above.

Signed: _____

Date: _____