

NEW STARTER INFORMATION / SET UP BANK DETAILS

Please complete this form in **BLOCK CAPITALS** and ensure that all details are **CLEAR** and **LEGIBLE**.
Any incorrect or illegible details may cause your WAGE TO BE DELAYED!.

SURNAME		TITLE (please circle)	Mr / Mrs / Miss / Ms /
FORENAME(S)		DATE OF BIRTH	/ / 19

ADDRESS	No. & ROAD:			
	TOWN:			
	COUNTY:	POSTCODE:		
TELEPHONE NUMBER				

NATIONAL INSURANCE NUMBER							
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You will be paid **DIRECTLY INTO** YOUR **BANK** OR (BUILDING SOCIETY) ACCOUNT via the BACS system.
PLEASE GIVE YOUR ACCOUNT DETAILS BELOW.
If you do **NOT** have your details with you, please forward them to this office **URGENTLY**, or your wages may be delayed!

	BANK / BUILDING SOCIETY					
Sort Code			--		--	
Bank / B.Soc. Name						
Bank / B.Soc. Address						
Account Number						
Type of Account						
Account in Name of :						
Ref. / Roll Number : (If Building Society A/c)						

I authorise Active Resourcing's Back Office Support Services Ltd to pay my weekly wages into my Bank/Building Society Account

Signature.....

Date.....

START DATE	/	/200
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Please complete and sign a Tax Form NOW, in order that you will NOT be Basic Rate Taxed.
If you are **Unemployed (or have another job)**, please sign a **P46**
If you are a **Student on Holiday**, please sign a **P38**
If you have a **current P45**, please forward it to this office **AS SOON AS POSSIBLE**
If you are a **Ltd Company / Self-Employed**, please forward a copy of:-
1) **Certificate of Incorporation / Self-Assessment Registration Number (UTR)**
2) **VAT Certificate (if VAT registered)**

(For Office Use Only)

D 01 JN

Please circle/delete as appropriate

TAX FORM	P46	P45	P38		ATTACHED / TO FOLLOW
INCORPORATION CERT.	Company No :				ATTACHED / TO FOLLOW
VAT CERT.	Registration No :				ATTACHED / TO FOLLOW

FORM FAXED ON...../...../200...

ORIGINAL RECEIVED ON...../...../200...