

# Penderels Trust Payroll Bureau



Opening the door to independent living

## EMPLOYEE STARTER FORM

PLEASE COMPLETE THIS FORM IN **BLOCK CAPITALS**

<b>NAME OF EMPLOYER:</b>		Penderels Trust Office:	
Employee surname:	First name:	Title:	
Address:			
		Post code:	
Telephone/fax:	Email:		
Date of birth:	Employment start date:		

IT IS **ESSENTIAL** YOU INFORM US OF ANY CHANGE TO THE ABOVE DETAILS

Your National Insurance number:									
---------------------------------	--	--	--	--	--	--	--	--	--

Is this your main job? Yes No (circle)	Have you sent a <u>P45</u> or <u>P46</u> with this form? (circle)
--	---

If you return neither a P45 nor P46 with this form, your tax code will be 'Base Rate Tax' until we receive your correct tax code from HM Revenue and Customs.

Signed:	Date:
---------	-------

**ONLY COMPLETE THE NEXT SECTION IF YOUR EMPLOYER HAS ARRANGED FOR PENDERELS TRUST TO PAY YOUR WAGES DIRECT INTO YOUR BANK ACCOUNT**

### BANK DETAILS FOR THIRD-PARTY SUPPORTED ACCOUNT (TPSA) ONLY

Bank name:	Bank address:
Account name:	Account number:
Sort code:	Ref. No. (Building Society)

**PLEASE NOTE: YOU ARE NOT EMPLOYED BY PENDERELS TRUST**  
Penderels Trust Payroll Bureau processes your wages on the instructions of and on behalf of your employer named at the top of this form. If you have any employment queries, you should discuss these with your employer. If you have queries relating to your pay, you can call the Payroll Bureau on (024) 76 511375 between 8.30am and 5.00pm, Monday to Friday.

### DATA PROTECTION ACT 1998

Your details will be kept both electronically and as paper files. Information will be provided to both HM Revenue and Customs and the Benefits Agency if requested. Other than for this reason, your information will only be used for monitoring purposes.