

# Guided 2.7: Personal Details and Payroll Information

The devil is in the detail. Now you've got someone to take on the job, you need to make sure you can pay them.

## Personal and Payroll Details

There are certain key details that you need to get from your new starter to make sure you can pay them correctly, however you run your payroll. All this information is confidential and must be securely stored.

You can use the forms provided below to collect this information. It tells you exactly what you need. It's a good idea to send or give these forms to your new starter with their contract and offer letter. This means they will be able to return them all to you at the same time and therefore save you time when it comes to putting them on payroll.

*For HR support, please contact Colden HR on [0121 284 0852](tel:01212840852) or email [enquiries@coldenhr.co.uk](mailto:enquiries@coldenhr.co.uk) and quote your NCASS membership number.*