**EMPLOYING YOUR NEW STARTER**

Guide 2.7: Payroll Information Template

|  |  |
| --- | --- |
| **Full Name** |  |
| **Date of Birth** |  |
| **National Insurance Number** |  |

|  |  |
| --- | --- |
| **Bank Details:**  **Salary will be paid to this account** | |
| **Bank Name Bank Address**  **Account Name Sort Code Account Number** |  |

**P45 - please attach**