Payroll amendments and changes

**STRICTLY PRIVATE & CONFIDENTIAL**

**Section A – payroll details**

|  |  |
| --- | --- |
| Name of employee |  |
| Position |  |
| Changes to payroll |  |
| Salary grade and hours |  |
| Contract start date |  |
| Contract finish date (if fixed date) |  |
| Pension (if applicable) |  |

**Section B – new starters**

|  |  |  |
| --- | --- | --- |
| Home address | | |
| National Insurance Number | Date of birth | Start date |
| Bank a/c number | Bank sort code, a/c name | |
| P45/P46 | Is this only/main employment | |