

ACCOUNTANCY ACTION

FAX : 01908 630 888

Number _____ (if known)

Surname _____

Forenames _____

Address _____

Postcode _____

Date of Birth _____

Sex (M/F) _____

NI No.

--	--	--	--	--	--	--	--	--	--

NI Table _____

Basic **£** _____ PER ANNUM

Standard Hours _____ PER WEEK

OTHER COMMENTS.....

Sort Code

--	--	--	--	--	--

Account No.

--	--	--	--	--	--	--	--	--	--

B/Soc Ref. _____

Account Holder _____

Pay Method _____

(Cash/BACS/Cheque)

Cost Code _____

Dept _____

Date Started _____

TAX DETAILS

Continue Student Loan (5) _____

Tax Code (6) _____

P45 Gross (7) **£** _____

P45 Tax (7) **£** _____

Leaving Date (4) _____

P46 Form completed and signed

Statement A ticked

Statement B ticked

Statement C ticked

none of the above ticked

P38 Form completed and signed

NB..... If you have changes on the same item on several employees please send us a simple list if it makes more sense to do so.

AUTHORISED BY _____