

C TODD & CO

CHARTERED CERTIFIED ACCOUNTANT

Existing Employee Change of Payroll Information Summary

Business Name : _____

Personal Information

Title : Mr / Miss / Mrs / Ms

First Name : _____

Middle Name : _____

Last Name : _____

Address 1 : _____

Address 2 : _____

Town : _____

Postcode : _____

Date of Birth : / /

N I Number : / / / /

Payroll Information

Gross Pay : _____

Rate per Hour : _____

Start Date : / /

Director : Yes / No

P45 Supplied : Yes / No

P46 Required : Yes / No

Pay Frequency : Weekly / Monthly

Bank Details : Sort Code : _____

Account Number : _____