New Starter Form

Please fax to Accounts Department on 0208 9062462
by 5pm on Friday of your 1st week.

Client Name: _____

PLEASE COMPLETE IN BLOCK CAPITALS
PLEASE COMPLETE THIS FORM ACCURATELY
AS ERRORS WILL RESULT IN A DELAY IN PAYMENT

Sex: Male ☐ Female ☐

Date of Birth: ☐☐ / ☐☐ / ☐☐☐☐

Title: Mr/Mrs/Miss/Ms ☐

NI Number: ☐☐☐☐☐☐☐☐☐

Surname: ☐

Forenames: ☐

Email: ☐

Address: ☐

Postcode: ☐

Bank Name: ☐

Address: ☐

Postcode: ☐

Bank Name: ☐

Account Name: ☐

Account Number: ☐☐☐☐☐☐☐☐

Sort Code: ☐☐ - ☐☐ - ☐☐

Ref No.: ☐
(Building Societies)

SIGNED ☐ **DATE** ☐☐ / ☐☐ / ☐☐☐☐

IMPORTANT NOTE - PLEASE READ

Please fax YOUR correct Tax Form to 0208 9062462
Or send through to the address below:-
Trafalgar House, Grenville Place, Mill Hill, London, NW7 3SA
Or scan the tax form to payroll@jigsol.com

Tax Status:	**Forms:**
PAYE	**P45**
No P45 or Unemployed	**P46**
Student	**P38**

WE CANNOT RELEASE PAYMENT UNTIL WE HAVE RECEIVED THE CORRECT TAX FORM