

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:
Bank Name:
Account Name:
Account Number:
Sort Code: - -

Postcode: Ref No.:

Bank Name: (Building Societies)

Address:

Postcode:

SIGNED DATE / /

IMPORTANT NOTE - PLEASE READ

Please fax YOUR correct Tax Form to 0208 9062462
Or send through to the address below:-
Athene House, 86 The Broadway, Mill Hill, London, NW7 3TD
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

