# New Starter

## Personnel Details

First Name: Last Name:

Date of Birth: Marital Status:

Address:

 Postcode:

Department Casual / Temporary / Permanent

## Bank Details

I certify that I wish my wages / salary to be paid into the following account:

Bank / Building Society:

Account Name:

Bank Address:

 Postcode:

Sort Code:

Account Number:

## Council Tax / Rent

If you live in Stevenage, you can have your Council Tax and / or Rent deducted from your wages / salary (please circle your preference)

1. Rent and Council Tax 2. Council Tax 3. Rent only

I wish the deduction to commence from, and

undertake to inform the Exchequer Section of any changes likely to affect those deductions.

## Car Users

Please provide a copy of your current insurance policy showing that you are covered for business use

Cubic capacity of motor vehicle to be used for business

I hereby certify that I have read all the above sections and that the information supplied is, to the best of my knowledge, correct.

Signed Date

## Income Tax and National Insurance number

P45 \*Yes / No P45 completed Yes / No

National Insurance number