|  |
| --- |
| MISSING DETAILS / CHANGE OF DETAILS FORM |

We are missing essential information for either you or one of your employees. Please provide details for any items ticked below. Thank you.

Employer’s name: Dept / cycle\*   
\*This is the number and letter at the top right hand corner of your timesheets e.g. 637 B

Employee’s name:

* Your address including postcode:

**We are unable to process your timesheets for any employee without details.**

* Employee Starter form for:
* Specific personal information for:
* P45 or Starter Checklist for:
* NIC exemption certificate\* for:

\*This employee has passed their retirement date and is now exempt from paying National Insurance contributions. However we need a copy of an age exemption certificate or a copy of their birth certificate.

**You can advise Penderels Payroll Bureau of other changes below:**

* Your new address:
* Your new bank details:
* New pay rate you wish to apply to your PAs (and start date for these rates to apply):
* Any other changes e.g. contact number:

Signed (Employer): Date:

|  |  |
| --- | --- |
| **PAYROLL BUREAU USE ONLY** | |
| Date request sent: | Date form returned: |
|  |  |
|  |  |