**NEW STARTER PAYROLL INFORMATION**

This information is required to set up payroll and pensions  
INSERT CHURCH NAME has a legal obligation to share it with HMRC and Pension providers

Use in conjunction with HMRC Starter Checklist https://www.gov.uk/government/publications/paye-starter-checklist

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Title:** |  |
| **Gender:** |  |
| **Job Title:** |  |
| **Start Date:** |  |
| **Hours worked per week:** |  |
| **Annual Salary:** |  |
| **Home Address:** |  |
| **Home email address:** |  |
| **Home phone/mobile number:** |  |
| **Date of Birth:** |  |
| **UK Passport Number:**  **(or confirm we have seen a UK birth certificate or other evidence of right to work in the UK)** |  |
| **P45:**  **(Tick if attached or note none received)** |  |
| **NI Number:** |  |
| **Bank details** | **Account no:**  **Sort Code:** |
| **Emergency Contact:**  Name:  Address:  Home Phone No:  Mobile No:  Relationship to you:  I authorise INSERT CHURCH NAME to contact the above named person in the event of an emergency. |  |
| **Signed:**  **Date:** |  |

**Information verified by:**

**Date:**