



Personal Assistant Starter Form



PLEASE COMPLETE THIS FORM IN **BLOCK CAPITALS**

NAME OF EMPLOYER _____

PA DETAILS:

Surname _____

Forename(s) please include any middle names _____

_____ Title _____

Address _____

_____ Post Code _____

Telephone _____ Mobile _____

Email Address _____

Date of Birth _____ Employment start date _____

IT IS **ESSENTIAL** YOU INFORM US OF ANY CHANGE TO THE ABOVE DETAILS

National Insurance Number									
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Is this your only job? (circle)	Yes	No	Have you sent a P45 or P46 with this form? (circle)
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If you return neither a P45 nor P46 with this form, or do not tell us if you have only 1 job, your tax code will be 'BR' ('Base Rate Tax) until we receive your correct tax code from HM Revenue and Customs.

Signed:	Date:
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It is important that alongside this form you supply a photocopy/photograph of your passport to prove your right to work. Without this information you cannot be added to the payroll.

ONLY COMPLETE THE NEXT SECTION IF YOUR EMPLOYER HAS ARRANGED FOR **Parkside Payroll TO PAY YOUR WAGES DIRECT INTO YOUR BANK ACCOUNT**

BANK DETAILS FOR MANAGED ACCOUNTS ONLY

Bank Name:	Bank address:
Account name:	Account number:
Sort Code:	Ref (Building Society)

PLEASE NOTE: YOU ARE NOT EMPLOYED BY **Parkside Payroll**
Parkside Payroll processes your wages on the instructions of and on behalf of your employer named at the top of this form. If you have any employment queries, you should discuss these with your employer. If you have queries relating to your pay, please call the office on 07591927518 between 10.00am and 4.00pm

GENERAL DATA PROTECTION REGULATION 2018 (GDPR)
Your details will be kept both electronically and as paper files. Information will be provided to both HRMC and the Benefits Agency if requested. Other than for this reason, your information will only be used for monitoring purposes.