



Personal Assistant Starter Form

PLEASE COMPLETE THIS FORM IN **BLOCK CAPITALS**

NAME OF EMPLOYER:

PERSONAL ASSISTANT DETAILS

SURNAME:

DATE OF BIRTH:

FORENAME(S): (please include any middle names)

TITLE:

ADDRESS:

POST CODE:

TELEPHONE NUMBER:

MOBILE NUMBER:

EMAIL ADDRESS:

EMPLOYMENT START DATE:

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

National Insurance Number

Is this your only job?* YES NO

Have you sent a **P45** or **P46** with this form?* YES NO

*If you do not tell us if you have **only one job**, and if you **do not** supply a **P45** nor **P46** with this form, your tax code will be 'BR' (Base Rate) until we receive your correct tax code from HM Revenue and Customs.

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

ACCOUNT NUMBER

ACCOUNT NAME

SORT CODE

BANK ADDRESS

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 0114 303 6720 or 07591927518

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.