



MTR GROUP RECRUITMENT

AGENCY WORKER PAYROLL DETAILS

1. THIS SECTION TO BE COMPLETED BY THE AGENCY WORKER

Please complete fully in **BLOCK CAPITALS** otherwise payment may be delayed.

NI NUMBER:																			PASSPORT NO:																		
SURNAME:										MALE/FEMALE:																											
1 st FORENAME:										2 nd FORENAME:																											
DATE OF BIRTH:																																					
FULL ADDRESS:																																					
POSTCODE:																																					
TAX FORM SUPPLIED (please tick):										P45			P46			P38																					
EMAIL ADDRESS:																																					
If you do not supply your Passport, you must provide two documents to confirm identity and entitlement to work in the UK; one showing your permanent NI number and secondly full Birth Certificate (naming minimum one parent) or letter from Home Office. You will be paid by direct credit into Bank or Building Society account. Please complete account details and sign below (and tell us if account details change).																																					
NAME OF BANK/BUILDING SOCIETY:																																					
ADDRESS OF BANK/BUILDING SOCIETY:																																					
ACCOUNT NAME:																																					
SORT CODE (Normally printed top right on each cheque – 6 digits)																																					
YOUR ACCOUNT NUMBER (Normally bottom right-hand number on cheque 8 digit)																																					
BUILDING SOCIETY REFERENCE NUMBER (if any):																																					
I Confirm having received the Total Recruitment Service brochure and my Contract for Services for Agency Workers (please tick)																																					
SIGNED:										DATE:																											

2. AGENCY WORKER - IGNORE THIS SECTION UNLESS YOU WISH TO OPT OUT OF 48 HOUR WORKING WEEK. See brochure The Total Recruitment Service for details. You can opt back in on 14 days notice.

I hereby agree the 48 hours Working Week limit shall **not** apply to my Assignments forthwith.

SIGNED:										DATE:							
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3. THIS SECTION TO BE COMPLETED BY BRANCH CONSULTANT

PAYROLL No.		Start Date	Cons	Start Date	Cons	Start Date	Cons
BRANCH	DIV						
Entitlement to work in UK	Passport						
NI No Proof	Birth Cert						

4. THIS SECTION FOR HO PAYROLL				DATE ENTERED				CHECKED			
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NOTES:

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Declaration - Select only one of the following A, B or C

A - This is my first job since last 6 April and I have not been receiving taxable Jobseekers Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension

Yes **No**

B - This is now my only job but since last 6 April and I have had another job or received taxable Jobseekers Allowance, Employment and Support Allowance, taxable Incapacity Benefit.
I do not receive a State or Occupational Pension.

Yes **No**

C - As well as my new job, I have another job or receive a State or Occupational Pension.

Yes **No**

I have a Student Loan which is not fully repaid and I left a course of UK higher education before last 6 April and I received my first Student Loan instalment on or after 1st September 1998.

Yes **No**

Select 'NO' if you are repaying your student Loan direct to the Student Loans Company by agreed monthly payments.

Yes **No**

Signed

Date

Date Entered

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