



To:

Date:

Please accept this document as confirmation of the following details:

- Change of Address
- Change to bank details
- I am a new employee on your books

NEW EMPLOYEE DETAILS

Temp Name	
Date of Birth	
Address	
Bank Name	
Name of Account Holder	
Sort Code	
Account No	
Nat Insurance No:	
Additional Notes:	

- I do have a P45 and will forwarded to you by post
- I do not have a P45 and will forwarded on a P46 by post

Official use only:

details forwarded for
payroll by:

Signed by Temporary Worker: _____