



www.sargent-disc.com
payroll@sargent-disc.com

Daily Rate Voucher

Please attach copy of passport when submitting this form

Production
Company

Personal Information

| | | | | | |
|-----------------------|----------------------|--------------------------|----------------------|--------------|----------------------|
| Surname | <input type="text"/> | Gender | <input type="text"/> | D.O.B | <input type="text"/> |
| First Name | <input type="text"/> | NI No. | <input type="text"/> | | |
| Address | <input type="text"/> | Tel. / Mobile No. | <input type="text"/> | | |
| | <input type="text"/> | Next of Kin | <input type="text"/> | | |
| | <input type="text"/> | Next of Kin Tel. | <input type="text"/> | | |
| Post Code | <input type="text"/> | Passport No. | <input type="text"/> | | |
| Country | <input type="text"/> | Citizenship | <input type="text"/> | | |
| E-Mail address | <input type="text"/> | Residence | <input type="text"/> | | |

Employment Details

| | | | |
|-----------------------|----------------------|---------------------|----------------------|
| Job Title | <input type="text"/> | Start Date | <input type="text"/> |
| Department | <input type="text"/> | VAT Reg. No. | <input type="text"/> |
| Schedule D No. | <input type="text"/> | Company No. | <input type="text"/> |
| Ltd. Company | <input type="text"/> | | |

Bank Details

| | | | |
|-------------------|----------------------|--------------------|----------------------|
| Payee Name | <input type="text"/> | Sort Code | <input type="text"/> |
| Bank Name | <input type="text"/> | Account No. | <input type="text"/> |

Employment Status

Please select one of the following:

- A – This is my first job in the current tax year
 B – This is now my only job in the current tax year
 C – I have another job / pension

Date

Employee Signature

Authorised by

Signature

Authorised by

Signature

Authorised by

Signature

| Day | Date | Time In | Time Out | Break | Time Worked |
|-----|------|---------|----------|-------|-------------|
| Mon | | | | | |
| Tue | | | | | |
| Wed | | | | | |
| Thu | | | | | |
| Fri | | | | | |
| Sat | | | | | |
| Sun | | | | | |

Accounts Use Only

| | | | | | | |
|----------------------|-------------------------------------|---|--------------------|----------------------|-------------------|----------------------|
| Salary | Amount: <input type="text"/> | Allocation: <input type="text"/> | Tax Code | <input type="text"/> | Wk1 / Cum | <input type="text"/> |
| Holiday Pay | <input type="text"/> | <input type="text"/> | Hourly Rate | <input type="text"/> | Daily Rate | <input type="text"/> |
| Overtime | <input type="text"/> | <input type="text"/> | | | Total | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | | Less | <input type="text"/> |

Section 8 of the Asylum & Immigration Act 1996 requires that documentary evidence of eligibility to live or work in the United Kingdom be obtained from new employees prior to commencement of employment.

Please provide a valid copy of you passport