



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

Daily Rate Voucher

Production

Company

Personal Information

Surname

First Name

Address

Post Code

Country

E-Mail address

Gender D.O.B

NI No.

Tel. / Mobile No.

Next of Kin

Next of Kin Tel.

Passport No.

Citizenship

Residence

Employment Details

Job Title

Department

Schedule D No.

Ltd. Company

Start Date

VAT Reg. No.

Company No.

Bank Details

Payee Name

Bank Name

Sort Code

Account No.

Employment Status

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

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

Accounts Use Only

	Amount:	Allocation:
Salary	<input type="text"/>	<input type="text"/>
Holiday Pay	<input type="text"/>	<input type="text"/>
Overtime	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tax Code

Hourly Rate

Wk1 / Cum

Daily Rate

Total

Less

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 indicate documents obtained and attach copy.

- P45/P60 Payslip NI Card / Letter Birth Certificate Passport Letter from Home Office Other