



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

SD Online User Request Form

Scan and E-Mail payroll@sargent-disc.com or Fax to +44 (0)1753 655881

User Information

Existing User ID (if known)	<input type="text"/>	Position	<input type="text"/>
Surname	<input type="text"/>	Tel. No.	<input type="text"/>
First Name	<input type="text"/>	Mobile No.	<input type="text"/>
E-Mail address	<input type="text"/>	Fax No.	<input type="text"/>
Address	<input type="text"/>	Post Code	<input type="text"/>
	<input type="text"/>	Country	<input type="text"/>
	<input type="text"/>		

Payroll Information

Company	<input type="text"/>	I require access to:
Production	<input type="text"/>	<input type="checkbox"/> UK Pay scales
Payrolls	<input type="checkbox"/> Payrolls specified below:	
	<input type="text"/>	

Signatures

I have read, understood and agree to the terms and conditions below:

Date

User Signature

Terms and Conditions

Sargent-Disc Ltd cannot be held responsible for any access to the information that is gained due to improper use of the system. Sargent-Disc Ltd cannot be held responsible for the misuse of any information by an approved user of the system. It is the user's responsibility to ensure that they keep passwords confidential and do not leave a computer unattended whilst logged in.

Your data is being collected for the sole purpose of enabling Sargent-Disc Ltd to expedite those services for which we have been contracted. Data supplied to Sargent-Disc Ltd will be for the exclusive use of Sargent-Disc Ltd and will not be shared with any external third parties.

Date	<input type="text"/>	Signed on behalf of company or production*:
Access	<input type="text"/>	Signature**
Authorised by	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	
Email Address	<input type="text"/>	

*Authorisation must be by a different person from the user request **Please print and sign this section.

Internal use only

Authorised by	<input type="text"/>	Actioned by	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>