



## Registration & Payment Details Form – Temporary Employees & Sub-contractors

To allow us to remunerate you for your booking in a speedy manner, please fill out the form below and return to us ASAP.

Mr/Mrs/Miss/Ms \_\_\_\_\_

Surname: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Limited Company or Umbrella name (Note: you must be registered as limited or with an umbrella for Truffle to be able to work with you):  
\_\_\_\_\_

Home Address\*:  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

National Insurance No: \_\_\_\_\_

Tax Code: \_\_\_\_\_

Date employment started / will start \_\_\_\_\_

UTR code: \_\_\_\_\_

### Bank Details

Name of account: \_\_\_\_\_

Name of Bank/Building Society: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Account No: \_\_\_\_\_

VAT Registered: Yes / No

Limited Company Registration No.: \_\_\_\_\_

I, the undersigned, confirm that the above information is correct and – where stated - that payments are to be made to the Bank/Building Society account. I authorise this information to be passed to a third party for payroll purposes.

Signed: \_\_\_\_\_

(Please provide P45 or signed P46/P38(S) if you are on a PAYE scheme)

\*if you work for a Limited Company that is NOT an umbrella and DOESN'T operate from your home address, please add the company's address below.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_