



# NEW FIELD HIRE SHEET (CIS)

Date (this form is processed): \_\_\_ / \_\_\_ / 20\_\_\_

Proposed commencement date: \_\_\_ / \_\_\_ / 20\_\_\_

(OFFICE USE ONLY)

## New Hire Details

Name:

Contact Number:

Full Address:

Email Address:

Date of birth:

National Insurance Number:

Next of kin and contact number:

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## Unique Tax Number:

Trading Name:

# *Quality Promised. Quality Delivered.*

*Under CIS, we must deduct 20% from your payments and pass it on to HMRC as an advance payment toward your tax and National Insurance bill.*

*If you aren't registered for this scheme, we must deduct 30% from your payments instead unless you are registered for gross payment status.*

*If you are registered for gross payment status, and you pay it all at the end and receive full payment in hand, kindly let us know.*

## Bank Details

Name on account:

Name of bank or building society:

Account Number:

Sort Code:

## Support (If you have any queries please get in touch)

On-site support

Team Leader on site (Name):

Contact Number:

Office support

Contact Number: 01325 952954