

# Application Form Assistance



## Key Contact Details

Send the completed form electronically or by fax to speed up the registration process – all signed original forms **MUST** follow by post **before you are eligible to be paid through Key**

## Choose Your Product

Please tick the appropriate box according to your specified payment method. If you are unsure please call: **0845 062 0033**

Composite  (Salary & Dividend) PAYE  Umbrella  Own Ltd

E-Mail mail@keypayroll.co.uk

Fax 0845 062 0044

Telephone 0845 062 0033

**This form MUST be completed, signed and posted with ALL supporting information to:**  
**KEY - 111 Union Street - Glasgow - G1 3TA**

## Bank Details

Please ensure these details are correct – mistakes caused **will** delay your payment

## Personal Details

All personal information is required – Date of Birth and National Insurance numbers are mandatory

Section 1: Your Personal Details	Section 2: Your Bank Details
Surname	Bank / B Society
First name(s)	Address
Address	Address
Address	Postcode
Postcode	Account Name
NI Number	Sort Code
Date of Birth	Account Number
Your E-Mail	Your Tel (Work)
Your Tel (Home)	Your Tel (Mobile)

## Agency Details

Contact details are very important to resolve any payment issues quickly

Section 3: Your Agency BRANCH Details	Section 4: Agency Accounts Department Details
Branch Name	Agency Payroll
Address	Address
Address	Address
Postcode	Postcode
Contact	Contact
E-Mail	E-Mail
Fax	Fax
Telephone	Telephone

## Payroll Department

This is the department of the agency who deal with finance and payments – *it could be the same address as the agency*

## Agency Rate

These rates are confirmed by the Agency – state your start date and occupation

Section 5: Your Agreed Rate, Occupation, Start Date etc	
Rate (£/s)	Occupation
Number Hours	Start Date

## Other Income

It is important we are made aware of any additional income sources you may have - this will have implications on your tax situation

## Section 6: Supporting Information - (Please ensure this section is fully completed)

PLEASE FORWARD ONE OF THE FOLLOWING ITEMS BY POST WITH A SIGNED COPY OF THIS FORM

P45 Tick One  Is this your main source of income\*

P46 Tick One  Do you receive a Pension

\* If 'No' - Key will call you to clarify your situation

I confirm that to the best of my knowledge the above details are correct, and having reviewed the way I supply my services, I fully comply with all legislation in relation to IR35. I have read, understood, and agree to the terms on the Shareholders Agreement herein attached. Furthermore, I authorise all Recruitment Companies to whom I contract with, to pay all my invoices through Key until otherwise notified by me in writing.

Signed  Dated

Do Not Complete - Key Services Information ONLY	NOTES
Limited Co. Name	
Limited Co. No.	

## Signature

Without your signature we can not process any payments

## Date

Please ensure you enter the correct date when signed

Address to send your completed form  
111 Union Street, Glasgow. G1 3TA

Further Help and Assistance  
Please Call 0845 062 0033

**Information**  
We need to see the original copy of either your P45 or P46 – please post this with your application form – if you do not have one please call us on: 0845 062 0033