

**IMPORTANT YOU MUST FILL THIS IN AND RETURN IT IN ORDER FOR US TO PAY YOU!**

Welcome to HR Partners. The following is required from you as soon as possible in order for us to pay you.

We need you to complete the enclosed forms and send us the required paperwork stated in this letter. These need to be sent back to us as a matter of urgency in order for you to be paid.

We have enclosed a P46 which you need to fill out and sign on the front page (section one) or if you have a current P45 please send us that instead. If you do not return either one of these, you will be put on BR tax.

We have also included a criminal record declaration form that needs signing and returning.

If you are self employed, we need a copy of your CIS card or a copy of your UTR certificate.

**IMPORTANT - Remember we cannot pay you without these documents.**

Before you send this back please complete the following checklist to make sure you have enclosed all the details required.

- **Copy of Passport or Copy of ID Card (must show your photograph clearly)**
- **Completed bank details form / Signed criminal record declaration form (included)**
- **Completed P46 or current P45 (PAYE only)**
- **Copy of CIS Card (if CIS) or Copy of UTR certificate (self employed only)**
- **Copy of all relevant paperwork for CSCS or CPCS (if Construction)**
- **Home office letter/certificate**
- **Blue certificate for Romanian or Bulgarian workers**
- **Proof of address**

These copies can be faxed to the office on 0845-2604422 or emailed to:

[matt@hr-partners.co.uk](mailto:matt@hr-partners.co.uk)

[rebecca@hr-partners.co.uk](mailto:rebecca@hr-partners.co.uk)

[lee@hr-partners.co.uk](mailto:lee@hr-partners.co.uk)

If you have any queries please do not hesitate to contact one of the team on 0845 2604411. We look forward to working with you.

Best regards

Dee Saunders  
Payroll/Credit Control  
HR Partners



**BANK DETAILS**

Name of Bank Account Holder .....  
Name of Bank .....  
Bank Account Number (8 Digits) .....  
Sort Code .....

**DECLARATION FORM**

DEAR TEMP,

AS STANDARD PROCEDURE, WE WOULD ASK ALL NEW MEMBERS OF STAFF TO SIGN BELOW, TO THE EFFECT THAT YOU DO NOT HAVE A CRIMINAL RECORD OR ANYTHING PENDING. PLEASE SIGN THIS AND RETURN THIS WITH THE OTHER REQUIRED DOCUMENTATION THANK YOU FOR YOUR CO-OPERATION.

SIGNED .....  
DATE .....  
PRINT NAME .....

IF YOU DO HAVE A CRIMINAL RECORD OR ANYTHING PENDING PLEASE GIVE DETAILS BELOW

SIGNED .....  
DATE .....  
PRINT NAME .....

**Please return all relevant documents to:  
HR Partners, 3<sup>rd</sup> Floor, Ability House, 121 Brooker Road, Waltham Abbey, Essex. EN9 1JH**