



STARTER FORM AND BANK DETAILS

Failure to properly complete and return this form will result in delayed payments.
Please return to payroll@insight-it.com or fax to 0870 889 7048

PERSONAL DETAILS

Surname of Contractor:

Forename of Contractor:

Commencement Date of
Contract:

Next of Kin
(contact in case of emergency,
include name and telephone no):

LIMITED COMPANY DETAILS

Limited Company Name:

Registered Address:

Company Registration No:

VAT Registration No:

Electronic Remittance Advice:

We do not provide paper remittance advice in the post. We will email your remittance advice directly to the email address you provide us.

Limited Company Email:

Contractor's Email:

BANK ACCOUNT DETAILS

Payments will be made directly into your bank account. Please complete the details below. This will ensure that the money will be in your bank account within the expected date according to the Payment Schedule (on receipt of correctly completed timesheets and invoices)

Account Name:

Bank Name:

Bank Address:

Account No:

Sort Code:
