

4.1 New Employee Information

Important: All fields below marked with (***) are mandatory fields as per SARS IRP5 requirements. Please ensure that all appropriate fields are completed accurately and in full. Missing or incomplete items will result in unnecessary payroll queries.

Personal Information (***)

Surname:

Initials: Title:

First Name: Second Name:

Also Known As:

Date of Birth: ID Number:

Passport number: ID Number:

(only if not an RSA citizen) Passport Country:

Cell Number: Fax Number:

Home Number: Business Number:

Email Address:

Marital Status: Married Single Divorced Widowed

Equity Group: African Coloured Indian White

Gender: Male Female

Income Tax Number: Tax Office:

(Mandatory for all employees earning in excess of R60 000 pa)

Address Information (***)

RESIDENTIAL:

Unit Number: Complex:

Street Number:

Street Name / Farm:

Suburb / District:

City / Town: Postal Code:

POSTAL:

Type of Service (please tick one): Postal Box Private Bag Postnet Sulte Street Delivery Other (please specify):

Street Number: (Only applicable if street delivery has been selected)

Street Name / Farm:

Suburb / District:

City / Town: Postal Code:

Emergency Contact Details

Name & Surname:

Cell Number: Work Phone:

Banking Details (***)

Pay Method: Electronic Transfer Cheque Cash

Type of Account: Cheque/Current Savings Transmission

Bank Name: Branch Name:

Bank Clearance Number: Account Number:

Account Holder Name: Account Holder Relationship:
(e.g. Own; Spouse; etc.)

Signature of Employee

Signature to confirm correctness of information supplied: _____

Office Use

Date Engaged: Employee Code:

Method of Payment: Electronic Transfer Cash Cheque

Job Grade: Job Title:

Department: Paypoint:

Annual Leave Entitlement:

Annual Package: Provision for Tax on Annual Bonus?:

Package Components:	Cash	<input type="text"/>	Medical Aid	<input type="text"/>
	Travel	<input type="text"/>	Provident Fund	<input type="text"/>
		<input type="text"/>		<input type="text"/>

Other Information: _____

Medical Aid Dependents: (e.g. Member + 1)

Credit Line number: (Only applicable to Redbank users)