

# mango

## personnel

**BANK DETAILS**

TAX CODE: \_\_\_\_\_ EMPLOYEE NUMBER: \_\_\_\_\_

Surname:	Mr-	Mrs-	Miss-	Ms-
Forename(s):	Initials:			
Address:	Sex: Male:		Female:	
	Date Of Birth			
	NI Number/ VISA DETAILS(ATTACHED)			
Post Code:				
Telephone Number				

You will be paid directly in to your Bank account or Building Society account via the BACS system. Please give your account details below:

Account Name:	Bank Name:
Sort Code:	Account Number:
Bank Address:	Ref No (Building Societies)

I confirm that the information given above is correct and that I want my net pay for temporary work to paid into this account.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**IMPORTANT**

**1. Timing of Payments**

Every effort is made byMango Personnel Ltd to have the money paid into your account on Friday of the week following your assignment provided you have produced a valid, signed timesheet by the appropriate deadline. However, this will not be possible in any week which contains a Bank Holiday or where circumstances beyond our control such as a system failure. If this is the case then your net pay will be credited to your account as soon as possible thereafter.

**2. Building Societies**

It may not be possible to pay directly into certain Building Society Accounts. Please check with your Building Society if BACS is possible and if so whether an extra Reference Number is required.

**REFERENCE REQUEST**

**Your Name:** \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Who you were Reporting To: \_\_\_\_\_ Their Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company e mail: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**SECOND REFERENCE**

**Your Name:** \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Who you were Reporting To: \_\_\_\_\_ Their Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company e mail: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_