

# Sole Trader - Client Enquiry Details



Please sign and complete this form as soon as possible. Until we have processed your application, you cannot enjoy the benefits of being self employed. Please print IN CAPITAL LETTERS and return this form to the address below with any supporting documents

## Personal Details

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other (please state):				
First Name:					Middle Name:				
Last Name:									
Address:									
Area:				City:					
Post Code:				Date of Birth:					
Telephone No:				Mobile No:					
Fax No:				Email:					
NI No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Nationality:			
Are you an EU national:	Yes <input type="checkbox"/>	No <input type="checkbox"/>				I am not an EU national. I enclose a copy of my work permit:	<input type="checkbox"/>		
UTR Reference:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	If you do not have a UTR Reference number. Tick the box:	<input type="checkbox"/>		
Job Title:				Industry (e.g. Driving, Construction):					
Bank Name and Address:									
Sort Code:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Account No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Name:							(e.g. Mr J Smith)		
Reference No (for building society accounts):									

## Mobile Phone Text Messages

We normally send an SMS text message to your mobile phone on a Thursday evening to tell you your pay is on its way to your bank account. This saves you the effort of calling us to check, and shows you the amount paid. This is a free service. If you DO NOT agree to receive messages on the mobile number you have provided please tick the box.

## Personal Accident Insurance

Backoffice can provide insurance cover for all members against occupational workplace accidents. This policy can provide valuable financial help if you have an accident at work, and only costs you £3.00 a week (including Insurance Premium Tax). This means that we will deduct £3.00 per week from your pay unless you tell us you wish to opt out. Please ask for the full policy details if you wish to see them.

I would like to join the Accident Insurance Plan and agree to Backoffice deducting £3.00 per week from my wages.

Signed: ..... I wish to opt out of Backoffice's personal accident insurance. Details of my existing policy are:

Insurance Company: .....Policy No: .....(Please attach a photocopy of the policy details)

