

**Payment Details**

- Timesheets must be completed and faxed (Fax: 020 8877 9281) to Jennie Reeves on the Friday of each week worked. Alternatively you can scan your signed timesheet and email it to [accounts@jenniereeves.co.uk](mailto:accounts@jenniereeves.co.uk)
- You and the Head of Department must sign your timesheet. If you are unable to have your timesheet signed by Friday, please fax it to Jennie Reeves by 10.00 am Monday morning, or contact the accounts team on 020 8870 7677 if there is any reason for further delay.

**Please tick a box to indicate which payment method you would like to use.**

Name: .....

Date: .....

Signature: .....

**1. PAYE**

Pay as You Earn - Your wages will be paid directly into your personal bank account by BACS transfer or by cheque. All payments are subject to statutory deductions.

Bank Name: .....

Address: .....

Account Name: .....

Account Number: 

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Sort Code: 

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Do you wish to be paid by cheque? **Yes / No**  
You must have a bank account into which to pay the cheque.

**2. COMPANY**

If you wish to be paid through a company please provide details below. Before payment can be made additional company documentation/information will be required. Please contact the accounts department for details.

Personal Limited Company  or  
Umbrella Company

Provider/Accountant: .....

Company Name: .....

Details: .....

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