

## SmartWork Service Registration Form

To join SmartWork please complete the following registration form and post it to SmartWork, Westpoint, 78 Queens Road, Bristol, BS8 1QX.

### 1. Personal Details

Full Name ( <u>Including any middle names</u> )	Mr / Mrs / Miss / Ms ( <i>delete where appropriate</i> )
Full postal address - Home	
Previous home address if you have not lived at current address for 3 years minimum.	
Correspondence address (if different from home address)	
Home telephone number	
Mobile telephone number	
Fax Number	
Email Address	
National Insurance No.	
Date of Birth	
Personal banking details	<b>Bank:</b> _____ <b>Account No:</b> _____ <b>Sort Code:</b> ____ - ____ - ____ <b>Account Name:</b> _____
Payment Frequency	<b>Weekly</b> <input type="radio"/>

	<b>Monthly</b> <input type="radio"/>
Nationality	

## 2. Contract Details

Contract start date	
Contract end date	
Contract rate	
Project Description	
Name of End Client	

## 3. Agency Details

Name of Agency	
Telephone number	
Contact name at Agency	
Email Address	

Your Business Manager will contact you, within 24 hours of receipt of this form to confirm that your registration has been received.

**In order to comply with the 2003 Money Laundering Regulations and the Asylum and Immigration Act 1996, please could you supply the following:**

- **Evidence of identity** – passport or driving license (certified if possible)
- **Proof of address** – 2 documents e.g. utility bill or bank statement or driving licence

**For tax purposes please provide us with:**

- **P45** – original copy from your last place of work/umbrella company (if you do not have a P45 please inform us and we will generate a P46 for you)

**We look forward to working with you.**