

### Bank and Payment Details for Freelancers/Translators/Interpreters

Please complete this form fully and return it to us before you start working for us. This will ensure that we can pay you promptly. Do contact us immediately if you have any queries.

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| **WE CANNOT PROCESS PAYMENT FOR YOU UNTIL WE HAVE ALL THE DETAILS ON THIS FORM. PLEASE RETURN IT WITHIN 24 HOURS OF THE BOOKING CONFIRMATION.** |
| NAME (as on your passport)  |  |
| **CURRENT ADDRESS** |  |
| **CURRENT EMAIL ADDRESS** |  |
| **NATIONAL INSURANCE NUMBER**  |  |
| **PASSPORT NUMBER** |  |
| **DATE OF BIRTH** |  |
| **If you have a *bank/building society account* please fill in the following details:** | We will pay direct into your bank account, please complete fully. If you don’t have a bank account, please set one up and notify us once you have done so.  |
| **BANK NAME** |  |
| **BRANCH**  |  |
| **SORT CODE**  |  |
| **ACCOUNT NUMBER**  |  |
| **ROLL NO. (for building society accounts only)** |  |
| ***If self-employed*, please fill in the following details:** | (We must have either your UTR or Ltd Co details to pay you outside of PAYE) |
| **UTR (Unique Tax Reference)**  |  |
| **OR** |  |
| **Limited Company Name**  |  |
| **Company Address if Different from Above** |  |
| **Company Registration No.** |  |
| **VAT Registration No.** |  |