**Service user contact details**

Dear service user,

Please help us keep your information up to date by filling this form and either emailing it to us or post it with the next month’s timesheets.

|  |
| --- |
| **Your Name:**  |
| Address: |
| Postcode: |
| \*Contact Telephone No:  Mobile Telephone No:\*Email address:How would you prefer us to contact you? |

|  |
| --- |
| **Next of Keen/Representative Name** |
| Address: |
| Postcode: |
| \*Contact Telephone No:  Mobile Telephone No:\*Email address:How would you prefer us to contact you? |

**Summaries and payslips**

Due to the virus outbreak some of our staff are working from home.

The most efficient way of sending the paperwork is by email, this can reduce delays and errors. We would like everyone to provide us with an email address where the summaries can be sent as soon as the payroll is run.

We now have many PAs receiving payslips by email, they are able to check what they have been paid straight away. Please encourage your PAs to provide us with their email address if they have not done so already.

If you still prefer to receive the paperwork by post then please let us know by circling the options below.

1. How would you like to receive your monthly payroll summary/payslips?

 Post Email

1. Please let us know if you would like the paperwork to be emailed to the next of keen or representative.

Thank you for your help with this.

Service users/ Appointee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_