



### Monthly Casual Employee Set-up Form (first claim)

<b>Title:</b>					
<b>Surname:</b>					
<b>Forename:</b>					
<b>Address:</b>					
<b>Date of Birth:</b>		<b>PPS No.:</b>		<b>PRSI Class:</b>	
<b>Home Phone No.:</b>			<b>Mobile No.:</b>		
<b>Marital Status:</b>			<b>Staff No.:</b>		
<b>Job Title</b>					
<b>Work Address:</b>					
<b>Extension No.:</b>			<b>Email Address:</b>		

### Bank Details

<b>IBAN:</b>					
<b>BIC:</b>					
<b>Address of Bank:</b>					

Please return this completed form to:

Payroll Services, Human Resources, House 4, Trinity College Dublin  
by 12 noon on the 6th of each month to ensure set up in the next payroll.  
Please note that a Casual Claim Form should also be submitted with this form.  
All queries to extn. 4963.