

# New Employee Information Data Capture Sheet

*Important: All fields below marked with (\*\*\*) are mandatory fields as per SARS IRP5 requirements. Please ensure that all appropriate fields are completed accurately and in full. Missing or incomplete items will result in unnecessary payroll queries.*

## Personal Information (\*\*\*)

|  |                                  |   |   |   |        |                                   |   |   |            |  |                                   |  |  |  |  |                                  |  |  |  |  |             |  |  |  |  |
|--|----------------------------------|---|---|---|--------|-----------------------------------|---|---|------------|--|-----------------------------------|--|--|--|--|----------------------------------|--|--|--|--|-------------|--|--|--|--|
| Surname:   |                                  |   |   |   |        |                                   |   |   |            |  |                                   |  |  |  |  |                                  |  |  |  |  |             |  |  |  |  |
| Initials:  |                                  |   |   |   | Title: |                                   |   |   |            |  |                                   |  |  |  |  |                                  |  |  |  |  |             |  |  |  |  |
| First Name:                                      |                                  |   |   |   |        | Second Name:                      |   |   |            |  |                                   |  |  |  |  |                                  |  |  |  |  |             |  |  |  |  |
| Also Known As:                                   |                                  |   |   |   |        |                                   |   |   |            |  |                                   |  |  |  |  |                                  |  |  |  |  |             |  |  |  |  |
| Date of Birth:                                   | C                                | C | Y | Y | M      | M                                 | D | D | ID Number: |  |                                   |  |  |  |  |                                  |  |  |  |  |             |  |  |  |  |
| Passport number:<br>(only if not an RSA citizen) |                                  |   |   |   |        |                                   |   |   |            |  | Passport Country:                 |  |  |  |  |                                  |  |  |  |  |             |  |  |  |  |
| Cell Number:                                     |                                  |   |   |   |        |                                   |   |   |            |  | Fax Number:                       |  |  |  |  |                                  |  |  |  |  |             |  |  |  |  |
| Home Number:                                     |                                  |   |   |   |        |                                   |   |   |            |  | Business Number:                  |  |  |  |  |                                  |  |  |  |  |             |  |  |  |  |
| Email Address::                                  |                                  |   |   |   |        |                                   |   |   |            |  |                                   |  |  |  |  |                                  |  |  |  |  |             |  |  |  |  |
| Marital Status:                                  | <input type="checkbox"/> Married |   |   |   |        | <input type="checkbox"/> Single   |   |   |            |  | <input type="checkbox"/> Divorced |  |  |  |  | <input type="checkbox"/> Widowed |  |  |  |  |             |  |  |  |  |
| Equity Group:                                    | <input type="checkbox"/> African |   |   |   |        | <input type="checkbox"/> Coloured |   |   |            |  | <input type="checkbox"/> Indian   |  |  |  |  | <input type="checkbox"/> White   |  |  |  |  |             |  |  |  |  |
| Gender:  | <input type="checkbox"/> Male    |   |   |   |        |                                   |   |   |            |  | <input type="checkbox"/> Female   |  |  |  |  |                                  |  |  |  |  |             |  |  |  |  |
| Income Tax Number:                               |                                  |   |   |   |        |                                   |   |   |            |  |                                   |  |  |  |  |                                  |  |  |  |  | Tax Office: |  |  |  |  |

(Mandatory for all employees earning in excess of R60 000 pa)

## Address Information (\*\*\*)

**RESIDENTIAL:**

|                     |  |          |  |  |  |              |  |  |  |  |  |  |
|---------------------|--|----------|--|--|--|--------------|--|--|--|--|--|--|
| Unit Number:        |  | Complex: |  |  |  |              |  |  |  |  |  |  |
| Street Number:      |  |          |  |  |  |              |  |  |  |  |  |  |
| Street Name / Farm: |  |          |  |  |  |              |  |  |  |  |  |  |
| Suburb / District:  |  |          |  |  |  |              |  |  |  |  |  |  |
| City / Town:        |  |          |  |  |  | Postal Code: |  |  |  |  |  |  |

**POSTAL ADDRESS:**

|  |  |  |  |  |  |              |  |  |  |  |  |
|--|--|--|--|--|--|--------------|--|--|--|--|--|
| PO Box/ Private Bag /<br>Postnet Suite/ etc<br>Number: |  |  |  |  |  |              |  |  |  |  |  |
| Suburb / District:                                     |  |  |  |  |  |              |  |  |  |  |  |
| City / Town:   |  |  |  |  |  | Postal Code: |  |  |  |  |  |

