

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: (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:		
<small>(Mandatory for all employees earning in excess of R60 000 pa)</small>																												

Address Information (***)

RESIDENTIAL:

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

POSTAL ADDRESS:

PO Box/ Private Bag / Postnet Suite/ etc Number:																												
Suburb / District:																												
City / Town:													Postal Code:															

