PAYROLL QUERY FORM

Contractor name: _____

Contractor email: _____

Contractor phone: _____

What does your payroll query relate to?

✓	**Missing hours**	✓	**Missing holidays**	✓	**Update details**	✓	**Other**

Details: _____

_____

_____

_____

Week ending date: _____

Notify a change of payment details

Bank account number:			-					-								-			
Bank account name:																			
Bank / Branch:																			

Signed by contractor: _____ Date: _____

Email your completed form to: accounts@traderecruitment.co.nz