

Holiday Pay Request Form

Please complete the holiday request form and return it to us by the Friday before you require your payment. **Please email us if you would like to know how much money you have accrued.**

We recommend that you take your holiday pay on a week that you will not be receiving a payment for hours worked. This will mean that you will receive your tax free allowances for that week on your holiday pay. If not, there will be no tax free allowances and then your holiday pay amount requested will ALL be subject to tax and NI deductions.

Full Name: _____

How much money would you like to be paid? _____
(if you would like all money accrued then write ALL)

Which Friday would you like to receive your money? ____/____/2017__

Date: _____ Signature: _____

Please scan and email to admin@valwade-recruitment.co.uk

Any questions:

Please call us on 020 7355 2772

www.valwade-recruitment.co.uk