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EMPLOYED

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Exchequer Solutions Holiday Request Form for contractors where Holiday Pay is retained.

This form is only for use if you have asked us to retain Holiday Pay each week and pay it to you when you have a holiday.

All Holiday Request forms **MUST** be submitted before the holiday is taken. This form should be completed and emailed to holiday@exchequersolutions.co.uk , if you cannot email then please either post or fax it to us using the details below – in any event please ensure we have the form **BEFORE** you have a holiday.

Please note that Holiday Pay is subject to Tax and National Insurance deductions at the point which it is paid. If you have any queries regarding any of the above please contact a member of our Customer Service team on 01244 563 134.

Name:	
Date of Birth:	
Phone Number:	
Agency Name:	
Payroll Number (if known):	
Date of holiday(s) to be taken:	From: To:
Total number of days requested:	
Date Holiday Pay to be paid:	