



P45/P46 LocalHire Form

[Click here to download the P46 form \(Short\)](#)

Dear associate,

Welcome from the UK Payroll Team!

Please ensure that you update the following in PeopleSoft via the link: <https://peoplesoft> as soon as you can access the system.

- **Bank Details:** [SelfService/Payroll&Compensation/BankPanelUK&Ireland](#)
- **Address:** [SelfService/PersonalInformation/Permanent&PresentAddress](#)
- **NationalInsuranceNumber:** [SelfService/PersonalInformation/NationalID&EthnicGroup](#)

All UK Associates need to complete and send form P46 (Short) to the Payroll Team. You can download a copy of this form by clicking on the link above. If you have a P45 from your previous employer please forward this as well along with your completed P46 (Short). Please ensure you write your CTS ID at the top of all forms you send to Payroll. Once the form(s) have been received Payroll will send you a confirmation e-mail.

PayrollTeam UK
Cognizant Technology Solutions
2nd Floor
1 Kingdom Street
Paddington Central
London
W2 6BD