



## Holiday Request Form

If you have your holiday pay 'retained' by Liquid Friday, use this form to let us know when you'd like to take some, or all of your holiday pot. You can fill in the info by completing the fields below and, when you're done, email to [payroll@liquidfriday.co.uk](mailto:payroll@liquidfriday.co.uk) or post to the address at the bottom of this page. Then, enjoy your time off...

Your name:

Employee Number:  
(Found on your payslip)

e.g. 12345

Amount you want to be paid:  
(Before any tax or NI deductions)

e.g. £150

Which Friday would you like  
to receive your money\*:

e.g. 13/04/14

### Important Note

We highly recommend taking your holiday on a week that you will not be working, or only being paid for part of a week's work. This means that you will get your normal tax free allowance, and minimise the amount of tax and NICs deducted from your holiday pay. We require your completed form before the Tuesday of the week you wish to receive your holiday pay.

For help filling in this form, or to find out how much holiday pay you have available, please contact the Payroll team on the phone numbers (they're option 3) or email address below.

0800 316 6030

02392 88 33 00

[payroll@liquidfriday.co.uk](mailto:payroll@liquidfriday.co.uk)