

## New starter information for: [company name]

### FOR COMPLETION BY EMPLOYEE

The information you provide on this form will be provided to HM Revenue & Customs (HMRC) so that we can process your pay and deal with the PAYE tax, etc. Please note that you have a legal obligation to give full and accurate information so that HMRC can correctly identify you. The forenames you include on this form *must* be your full given forenames as shown on your birth certificate and not abbreviations or nicknames.

Title	
Full given forename(s)	
Surname (inc double-barrelled)	
Gender	
Address	
Email address	
Date of birth	
NI number	
Start date	
Permanent or temporary	
Right to work confirmed	
Normal weekly hours over how many days	
Salary	
Bank details: Account name	
Bank	
Account number	
Sort code	

Please answer the following questions by placing an X in the appropriate box.

Do you have a P45 for the current tax year? Yes  No

If yes, please attach the P45 when returning this form.

If no, you must complete the Employee Statement below.

You must complete the Student Loan questions below regardless of whether you have a P45.

<b>Employee statement – put an X in the statement that applies</b>	
<input type="checkbox"/>	<b>A</b> – This is my first job since last 6 April and I have not been receiving taxable Jobseeker’s Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State Pension or Occupational Pension.
<input type="checkbox"/>	<b>B</b> – This is now my only job but since last 6 April I have had another job but I do not have a P45, and/or I received taxable Jobseeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State Pension or Occupational Pension.
<input type="checkbox"/>	<b>C</b> – As well as my new job, I have another job and/or receive a State Pension or Occupational Pension.
<input type="checkbox"/> Yes – student loans should not be made through payroll  <input type="checkbox"/> No – please complete the Student Loan plan type section below	<b>Student Loans - Do any of the following statements apply to you:</b> <ul style="list-style-type: none"> <li>• You do not have any Student or Postgraduate Loans</li> <li>• You’re still studying full-time on a course that your Student Loan relates to</li> <li>• You completed or left your full-time course after the start of the current tax year, which started on 6 April</li> <li>• You’re already making regular direct debit repayments from your bank, as agreed with the Student Loans Company</li> </ul>
<input type="checkbox"/> Plan 1 <input type="checkbox"/> Plan 2 <input type="checkbox"/> Plan 5 <input type="checkbox"/> Post-grad loan	To avoid repaying more than you need to, tick the correct Student Loans that you have - use the HMRC guidance on student loans if unsure: <a href="https://www.gov.uk/repaying-your-student-loan/which-repayment-plan-you-are-on">https://www.gov.uk/repaying-your-student-loan/which-repayment-plan-you-are-on</a>

**Employee Approval**

I confirm that the information above, including the Employee Statement, is complete and accurate to the best of my knowledge. I understand that my personal details will be submitted to HM Revenue & Customs.

If completed, I authorise the deduction of the above items from my salary.

Signed (employee).....Date: .....