GOV.UK

Check what information to give your new employer

Send these details to your employer

This is based on the information you have provided.

What you should do next

You can give these details to your employer either by email, by post or by hand.

Send these details by email

By sending these details by email, they will be accepted as electronically signed.

1. Preview your details.
2. Select 'Save as PDF' under the destination or printer option.
3. Email your details to your employer.

Send these details by post or by hand

1. Preview your details.
2. Select 'Save as PDF' under the destination or printer option.
3. Print the saved PDF.
4. Sign in the declaration box.
5. Post or give your details to your employer.

▶ Preview your details link not working?

(!) **You must sign the printed PDF before giving it to your employer.**

Starter information to give to your employer

Last name	Pun
First names	Adittya
Date of birth	28/9/1996
Sex	Male
Home address	17 Bartlett Close, Warwick, CV34 4UY
National Insurance Number	PG956301B
Employment start date	4/9/2023
Employee Statement	C I have another job and, or I am in receipt of a state, works or private pension.
Tax code	BR
Student or postgraduate loan	Yes
Loan types	Plan 2
I declare that the information I've given on this form is correct	Sign here: Date: 20 September 2023

Instructions for employers

You can use this information to help fill in your first Full Payment Submission (FPS) for this employee.

If you have already submitted your first FPS, keep using the tax code in that FPS until HMRC sends you a new tax code.

For guidance on student loans and which plan or loan type to use if your employee has selected more than one, check student loan and postgraduate loan repayment guidance for employers (opens in new tab) (https://www.gov.uk/guidance/special-rules-for-student-loans).

You must keep the information recorded on the starter checklist for the current and next 3 tax years.

> This information is for your use only. Do not send to HMRC.

Other help you can get

You can get more information about:

- [understanding your pay (opens in new tab) (https://www.gov.uk/understanding-your-pay)](https://www.gov.uk/understanding-your-pay)
- [Student Loans and Postgraduate Loans (opens in new tab) (https://www.gov.uk/sign-in-to-manage-your-student-loan-balance)](https://www.gov.uk/sign-in-to-manage-your-student-loan-balance)
- [understanding your tax code (opens in new tab) (https://www.gov.uk/tax-codes/what-your-tax-code-means)](https://www.gov.uk/tax-codes/what-your-tax-code-means)
- [National Minimum Wage and National Living Wage rates (opens in new tab) (https://www.gov.uk/national-minimum-wage-rates)](https://www.gov.uk/national-minimum-wage-rates)

If you have finished with this guidance, you can [exit now and leave feedback (opens in new tab) (https://www.tax.service.gov.uk/feedback/IGCINE)](https://www.tax.service.gov.uk/feedback/IGCINE)