

New Employee Starter Form

Instructions for employees:

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form and then give it to your employer.

| | 10) Bank Details |
|---------------------------|----------------------|
| | Account name |
| Surname | |
| | Bank |
| Date of Birth | |
| D M M Y Y Y Y | Account number |
| Are you male or female? | Cont Conto |
| Л F | Sort Code |
| Home Address | |
| | 11) Employer details |
| | Employer name |
| Postcode | Start date |
| | |
| National Insurance Number | Employer address |
| | |
| Email address | Employer address |
| | |
| Telephone number | |

| 12) You need to select only one of the following statements A,B OR C. (Please circle) A. This is my first job since last 6 april and I have not been receiving taxable jobseekers allowance, employment and support allowance, taxable incapacity benefit, state or occupational pension. B. This is now my only job but since last 6 april I have had another job, or received taxable jobseekers allowance, employment and support allowance, taxable incapacity benefit. I do not receive a state or occupational pension | | | | | | | | | | |
|--|--|--|--|--|--|---|--|--|---|--|
| | • | | • | | ob, 1 ł | nave | anotl | ner job | or receive a state or occupational pension. | |
| Do If y If i Ar If y | you yes go no go e you yes go | have to que payi to que to que to que | Stud Juesti Juestic Juesti Juesti | on 14 on 15 our st on 15 | 4 uden 5 | | | · | repaid? ne student loans company by agreed monthly payments | |
| Yo Yo | u wil u live | l have e in So | e a Pla cotlar | an 1 s | Nort | hern | Irela | nd whe | | |
| You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012. | | | | | | | | | | |
| Pla Pla | an 1 an 2 | | | | | | | | | |
| Yo | ur się | gnatu | re | | | | | | | |
| Na | ıme | | | | | | | | | |
| Da | ite | | | | | | | | | |
| D | D | М | М | Υ | Υ | Υ | Υ | | | |
| | | | | | | | | | orrect. If the bank details are completed, I confirm that this is the bank | |
| • | | | | | | | | | 7 | |
| | | | | | | | | | | |
| | A. en B. all oc C. Stu If y If i Arrify If i Yo Yo Yo Se D I I I I I I I I I I I I I I I I I I | A. This employ B. This allowar occupa C. As w Studen Do you If yes go If no go Are you will you live You will You live You will Septem What ty Plan 1 Plan 2 Did you Y N Name Date D D I confirm account | A. This is my employment B. This is now allowance, e occupationa C. As well as Student Load Do you have If yes go to go If no go If | A. This is my first employment and B. This is now my allowance, emplo occupational pens. C. As well as my more comparisonal pens. C. As well as my more constant to a possible comparison pens. C. As well as my more comparisonal pens. C. As wel | A. This is my first job semployment and supp B. This is now my only allowance, employment occupational pension C. As well as my new job. Student Loan Do you have Student L. If yes go to question 12. If no go to question 15. Are you paying your st. If yes go to question 17. If no go to question 17. Student loan plans: You will have a Plan 1. You live in Scotland or You lived in England or You will have a Plan 2. September 2012. What type of student I Plan 1 Plan 2 Did you finish your stury N Your signature Date D D M M Y I confirm that the details account I wish to have mentioned and supplementations. | A. This is my first job since I employment and support al B. This is now my only job by allowance, employment and occupational pension C. As well as my new job, I have student Loan of I yes go to question 14. If no go to question 15. Are you paying your student If yes go to question 15. If no go to question 15. If no go to question 17. Student loan plans: You will have a Plan 1 Student You live in Scotland or North You lived in England or Wall You will have a Plan 2 Student September 2012. What type of student loan of Plan 1. Plan 2. Did you finish your studies If Your signature. Date Date | A. This is my first job since last 6 employment and support allowals. This is now my only job but sin allowance, employment and suppoccupational pension C. As well as my new job, I have a student Loan Do you have Student Loan which If yes go to question 14 If no go to question 15 Are you paying your student loan If yes go to question 17 Student loan plans: You will have a Plan 1 Student loan You live in Scotland or Northern You lived in England or Wales and You will have a Plan 2 Student Los September 2012. What type of student loan do you Plan 1 Plan 2 Did you finish your studies before You will have a Plan 2 Student Los September 2012. Vour signature Date Date Date Date Did M M Y Y Y I confirm that the details given on the account I wish to have my salary pains. | A. This is my first job since last 6 april employment and support allowance, B. This is now my only job but since la allowance, employment and support occupational pension C. As well as my new job, I have anoth Student Loan Do you have Student Loan which is not if yes go to question 14 If no go to question 15 Are you paying your student loan directly yes go to question 15 If no go to question 17 Student loan plans: You will have a Plan 1 Student loan if: You live in Scotland or Northern Irelat You lived in England or Wales and state You will have a Plan 2 Student Loan if September 2012. What type of student loan do you have Plan 1 Plan 2 Did you finish your studies before the Your signature Date DDMMMYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYY | A. This is my first job since last 6 april and I hemployment and support allowance, taxable B. This is now my only job but since last 6 ap allowance, employment and support allowan occupational pension C. As well as my new job, I have another job Student Loan Do you have Student Loan which is not fully If yes go to question 14 If no go to question 15 Are you paying your student loan direct to the If yes go to question 17 Student loan plans: You will have a Plan 1 Student loan if: You live in Scotland or Northern Ireland whee You lived in England or Wales and started you you will have a Plan 2 Student Loan if you live September 2012. What type of student loan do you have? (Plean 1) Plan 2 Did you finish your studies before the last 6th you you finish your studies before the last 6th you your signature Date Date Date Date Date Date Did you finish your studies given on this form are cacount I wish to have my salary paid into. | |