

## New Starter Checklist

As a new employee, we need the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. A delay in returning this form could affect your pay.

Please complete this form in block capitals and return it to: Recruitment Team, Commonhead Offices.

Last Name or Family Name										
First Name(s)										
Date of Birth	d	d		m	m		y	y	y	y
Gender	<input type="checkbox"/> Male					<input type="checkbox"/> Female				
Home Address										
Post Code										

National Insurance Number										
Employment Start Date	d	d		m	m		y	y	y	y
Payroll ID <small>if you already have one</small>										

**You must select only one of the following statements:**

- A** This is my first job since last 06 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension. ☐
- B** This is now my only job but since last 06 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension. ☐
- C** As well as my new job, I have another job or receive a State or Occupational Pension. ☐

### Student Loan

Do you have a Student Loan which is not fully repaid?

Yes ☐ No ☐

Are you repaying your Student Loan direct to the Student Loan Company by agreed monthly payments?

Yes ☐ No ☐

## Student Loan Plans

You will have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before 1<sup>st</sup> September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1<sup>st</sup> September 2012.

What type of Student Loan do you have?

Plan 1 ☐ Plan 2 ☐

Did you finish your studies before the last 6<sup>th</sup> April?

Yes ☐ No ☐

## Declaration

I confirm that the information I have given is correct.

Signature

Date