



Check what information to give your new employer

Starter checklist

Personal details

Last name	Longo
First name	Francesco
Date of birth	21/3/1996
Sex	Male
National Insurance number	SX531504A
Home address	32 Tabley Street, Apartment 169, L1 8DX, Liverpool

Employment and student loans

Employment start date	26/8/2024
Employee statement	B Since 6 April I have had another job but I do not have a P45. And, or since the 6 April I have received payments from

Jobseeker's Allowance, Employment and Support Allowance or Incapacity Benefit.

Tax code

1257L on a week 1 or month 1 basis

Student or postgraduate loan

No payroll deductions due

Declaration

I accept that the information I have given is correct.

Sign here:

Francesco Longo

Date:

12 August 2024

What you should do now

1. [Save the starter checklist.](#)
2. Send the starter checklist to your employer.

► [How to save your starter checklist](#)

Instructions for employers

Use the information to help fill in your first Full Payment Submission (FPS) for this employee.

HMRC use this information to set up tax records for employees. It is important the details you give are correct and consistent.

Where possible, you should check the employee details you collect from an official document, such as their birth certificate or passport.

Some official documents show:

- their last name or family name first
- dates in the format MM DD YYYY rather than DD MM YYYY

You must tell HMRC of any changes to the information given.

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) (<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.