## GOV.UK

### Check what information to give your new employer

# Starter checklist

## Personal details

| | |
|---|---|
| **Last name** | Alrasi |
| **First name** | Adam |
| **Date of birth** | 2/5/1999 |
| **Sex** | Male |
| **National Insurance number** | SE064034C |
| **Home address** | Flat 5, 66 Shawsdale Road, B36 8NE |

## Employment and student loans

| | |
|---|---|
| **Employment start date** | 19/2/2024 |
| **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** | Yes |
| **Plan types** | Plan 2 |

# Declaration

I accept that the information I have given is correct.

| **Sign here:** | Adam Alrasi |
|---|---|
| **Date:** | 6 March 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).

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.