



## About this form

This form is designed to be filled in on screen. You must answer all the questions except those marked 'optional'. You can't save the form but once you've completed it you'll be able to print a copy and post it.

### Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous 3 tax years. Do not send this form to HM Revenue and Customs (HMRC).

### 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 then you can print it and send it or give it to your employer. Do not send this form to HMRC.

It's important that you choose the correct statement. If you do not choose the correct statement you may pay too much or too little tax.

## Employee's personal details

Last name or family name

YOUNG

First names

CALUM

Are you male or female?

- Male  
 Female

Date of birth

20    07    1993

### Address

Is this address in the UK?

- Yes  
 No

Line 1

1/2 2 Skirving Street

Line 2

Glasgow

Line 3 (optional)

Glasgow

Postcode

G41 3AA

Do you have a National Insurance number?

- Yes  
 No

National Insurance number

JX295942C

Employment start date

12    02    2025

## Employee statement

Select one of the following statements

**Statement A** - Do not choose this statement if you're in receipt of a State, Works or Private Pension.

Choose this statement if the following applies.

- This is my first job since 6 April and since the 6 April I've not received payments from any of the following:
- Jobseeker's Allowance
  - Employment and Support Allowance
  - Incapacity Benefit

**Statement B** - Do not choose this statement if you're in receipt of a State, Works or Private Pension.

Choose this statement if the following applies:

- 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 any of the following:
- Jobseeker's Allowance  
 Employment and Support Allowance  
 Incapacity Benefit
- Statement C** - Choose this statement if:
- you have another job and/or  
 you're in receipt of a State, Works or Private Pension

## Student Loan

Do you have one of the Student Loan Plans described below which is not fully repaid?

- Yes  
 No

Did you complete or leave your studies before 6 April?

- Yes  
 No

Are you repaying your Student Loan direct to the Student Loans Company by direct debit?

- Yes  
 No

What type of Student Loan do you have?

- Plan 1
- Plan 2
- Both

### **Student Loan Plans**

You'll have a Plan 1 Student Loan if:

- you lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)
- you lived in England or Wales and started your undergraduate course before 1 September 2012

You'll have a Plan 2 Student Loan if:

- you lived in England or Wales and started your undergraduate course on or after 1 September 2012
- your loan is a Part Time Maintenance Loan
- your loan is an Advanced Learner Loan
- your loan is a Postgraduate Healthcare Loan

### **Postgraduate Loan**

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

- Yes
- No

You'll have a Postgraduate Loan if:

- you lived in England and started your Postgraduate Master's course on or after 1 August 2016
- you lived in Wales and started your Postgraduate Master's course on or after 1 August 2017
- you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018

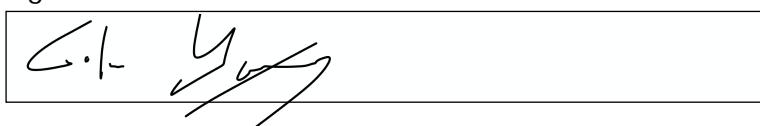
### **Declaration**

Declaration

I confirm that the information I've given is correct

When you have printed the form, please sign and date it in the appropriate boxes.

Signature



Date

DD MM YYYY

1  7  0  2  2  5

Full name

MR CALUM J YOUNG

Date

17    02    2025

## What to do now

Send or give the completed form to your employer.

Do not send this form to HMRC.

### Print this form

Click the 'Preview' button to create a copy for you to print and post. Make sure that you check your form carefully before you click 'Preview'. If you make any changes afterwards, you must click 'Preview' again to create a new copy with the changes included.