⠿ GOV.UK

Check what information to give your new employer

Send these details to your employer

This is based on the information you have provided.

What you should do next

You can give these details to your employer either by email, by post or by hand.

Send these details by email

By sending these details by email, they will be accepted as electronically signed.

1. Preview your details.
2. Select 'Save as PDF' under the destination or printer option.
3. Email your details to your employer.

Send these details by post or by hand

1. Preview your details.
2. Select 'Save as PDF' under the destination or printer option.
3. Print the saved PDF.
4. Sign in the declaration box.
5. Post or give your details to your employer.

▶ Preview your details link not working?

⚠ **You must sign the printed PDF before giving it to your employer.**

Starter information to give to your employer

Last name

Lam

First names

Yan Tung

Date of birth

22/8/1999

Sex
Female

Home address
Room 405, Vita Student Park Place, Park Place, Cathays, Cardiff, CF10 3FH

National Insurance Number
TL935699D

Employment start date
1/8/2023

Employee Statement
A
This is my first job since 6 April and since the 6 April I've not received payments from Jobseeker's Allowance, Employment and Support Allowance or Incapacity Benefit.

Tax code
1257L

Student or postgraduate loan
No Payroll deductions due

I declare that the information I've given on this form is correct
Sign here:

Date: 3 July 2023

Instructions for employers

You can use this information to help fill in your first Full Payment Submission (FPS) for this employee.

If you have already submitted your first FPS, keep using the tax code in that FPS until HMRC sends you a new tax code.

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 (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.

Other help you can get

You can get more information about:

- understanding your pay (https://www.gov.uk/understanding-your-pay)
- Student Loans and Postgraduate Loans (https://www.gov.uk/sign-in-to-manage-your-student-loan-balance)
- understanding your tax code (https://www.gov.uk/tax-codes/what-your-tax-code-means)
- National Minimum Wage and National Living Wage rates (https://www.gov.uk/national-minimum-wage-rates)

If you have finished with this guidance, you can exit now and leave feedback (opens in new tab) (https://www.tax.service.gov.uk/feedback/IGCINE)