



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

Pollak

First names

Thomas

Are you male or female?

☒ Male

☐ Female

Date of birth

24

04

2002

Is this address in the UK?

☒ Yes

☐ No

Line 1

4 Main Road

Line 2

Lea

Line 3 (optional)

Matlock

Postcode

DE45GJ

Do you have a National Insurance number?

☒ Yes

☐ No

National Insurance number

PH583019D

Employment start date

24

01

2022

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 Loans

Tell us if any of the following statements apply to you:

- you do not have any Student or Postgraduate Loans
- you're still studying full-time on a course that your Student Loan relates to
- you completed or left your full-time course after the start of the current tax year, which started on 6 April
- you're already making regular direct debit repayments from your bank, as agreed with the Student Loans Company

Tell us if any of the above statements apply to you

☒ Yes

☐ No

Declaration

☒ I confirm that the information I've given is correct

Full name

Thomas Crispin Pollak

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

Sign and date this form

Date

DD MM YYYY

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. Please ensure 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.