

## NEW EMPLOYEE STARTER FORM

In order for the Company to obtain and maintain up to date records concerning your employment please complete the following information:

<b>1. Company Name</b>			
<b>2. Employees Personal Details</b>			
Title and Forenames (no abbreviations i.e. Robert/Bob)	<i>Title</i>	<i>Forenames</i>	<i>Marital Status</i>
Surname			
Address			
Post Code			
Email Address (for workplace pension provider)			
Telephone No.		Mobile No.	
Date of Birth			
Passport No if applicable (UK & NonUK)		Expiry Date	

National Ins. No.			
P45 Enclosed	Yes	No	
Start Date			
Contracted hours and pay rate	Hour per week/month	Rate of pay (£)	

<b>3. EMPLOYEE DECLARATION - Choose the statement that applies to you, either A, B or C, and tick the appropriate box</b>		
<b>Statement A</b>	<b>Statement B</b>	<b>Statement C</b>
<p>Do not choose this statement if you're in receipt of State, Works or Private Pension.</p> <p>Choose this statement if the following applies:</p> <p>This is my first job since last 6 April and I've not received payments from any of the following:</p> <ul style="list-style-type: none"> <li>- Jobseeker's Allowance</li> <li>- Employment and Support Allowance</li> <li>- Incapacity Benefit</li> </ul>	<p>Do not choose this statement if you're in receipt of State, Works or Private Pension.</p> <p>Choose this statement if the following applies:</p> <p>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:</p> <ul style="list-style-type: none"> <li>- Jobseeker's Allowance</li> <li>- Employment and Support Allowance</li> <li>- Incapacity Benefit</li> </ul>	<p>Choose this statement if:</p> <ul style="list-style-type: none"> <li>- You have another job and/or</li> <li>- You're in receipt of a State, Works or Private Pension</li> </ul>
Statement A applies to me <input type="checkbox"/>	Statement B applies to me <input type="checkbox"/>	Statement C applies to me <input type="checkbox"/>

#### 4. 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

If No, tick this box and go to question 5

If Yes, tick this box and go straight to the Declaration

**5. To avoid repaying more than you need to, tick the correct Student Loans that you have – use the guidance on the right to help you.**

Plan 1

Plan 2

Plan 4

Postgraduate Loan (England and Wales only)

#### Types of Student Loan

**You have Plan 1 if any of the following apply:**

- You lived in Northern Ireland when you started your course
- You lived in England or Wales and started your course before 1 September 2012

**You have Plan 2 if:**

- You lived in England or Wales and started your course on or after 1 September 2012

**You have Plan 4 if:**

- You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course

**You have a Postgraduate Loan if any of the following apply:**

- 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 1st August 2017
- You lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018

Employees, for more information about the type of loan you have, go to [www.gov.uk/sign-in-to-manage-your-studen-loan-balance](http://www.gov.uk/sign-in-to-manage-your-studen-loan-balance)  
Employers, for guidance go to [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

Bank/Build. Society			
Account Holders Name			
Sort Code		Account No.	

I hereby confirm that the information contained in this form is correct.

Signed by employee: ..... Date: .....

**For Employer Use Only**

Have you conducted a Right to Work check?  
(As an employer it is your responsibility to ensure your employees have the legal right to work in the UK)

Yes

**For Employer Use Only**

ID must be seen to confirm name, address and date of birth  
(E.g. Driving Licence, Passport, Utility Bill, Birth Certificate)

Signed by employer: ..... Date: .....