

# **Starter Checklist**



#### PLEASE TYPE OR USE CAPITAL LETTERS WHEN COMPLETING THIS FORM.

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. **Do not send this form to HMRC**.

## **Employment Details**

Employer Name	Rate of Pay £ per
Normal hours and days worked per week  Up to 15.99 hours  16.00 - 23.99 hours  24.00 - 29.99 hours  30.00 hours or more  Other  Sun Mon Tue Wed Thu Fri Sat No regular days	Are you a Director?  Yes No  If YES since (DD MM YYYY)
Employee personal details	
Title – enter Mr, Mrs, Miss, Ms, Dr or other title  Surname  First name(s) Do not enter initials or shorten names such as Jim	Address
for James or Liz for Elizabeth  Department	Payslip notification email – please use a personal email
Date of birth (DD MM YYYY)  Sex Male Female	
National Insurance Number  Example Format: AB 12 34 56 C	
Passport number This is only necessary if you do not enter your National Insurance Number above or are not currently UK Resident	



## **Starter Checklist**



#### PLEASE TYPE OR USE CAPITAL LETTERS WHEN COMPLETING THIS FORM

Employee statement	Working from abroad
You need to select only ONE of the following statements A, B or C  A This is my first job since 6 April and I have not been receiving taxable Job Seeker 's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.  B This is now my only job, but since 06 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension.  C I have another job or receive a state or occupational pension.	Only complete this section if you have been seconded to work in the United Kingdom (UK) from abroad. Read all the following statements carefully and enter 'X' in the one that applies to you.  A I intend to live in the UK for more than six months.  B I intend to live in the UK for less than six months.  C I will be working for the employer both inside and outside the UK but will be living abroad.  Enter 'X' if you are a European Economic Area citizen
UK Student Loans	UK Student Loans Plans
Pes go to question A (below)  No go to question C (right)  Question A  Are you are repaying your Student Loan direct to the Students Loan Company by agreed monthly payments?  Yes go to question C (right)  No go to question B (right)	Question B What type of Student Loan do you have?  You will have a Plan 1 student Loan if  You lived in Scotland or Northern Ireland when you started your course, or  You lived in England or Wales and started your course before September 2012  Plan 1  You will have a Plan 2 student Loan if you lived in England or Wales and started your course on or after 1 September 2012.  Plan 2  Question C  Did you finish your studies before last 6 April?  Yes  No
Please type your name here or sign after you have printed the form	
	Date (DD MM VV)
Signature	Date (DD MM YY)

THIS FORM MUST BE COMPLETED IN FULL TO BE ACCEPTED

If you have form P45 from your previous employer please hand parts 2 and 3 only to your new employer