 **Employee Information Form / Starter Checklist**

**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 give it to your employer.

**This form is for new employees. Please complete in BLOCK CAPITALS.**

|  |  |
| --- | --- |
| **Name of Organisation / Company:** |  |

**Employees Personal Details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Forename(s) in full:** | |  | | | | | | | |
| **Surname:** | |  | | | | | | | |
| **What is your Sex?** (As shown on your birth certificate or gender recognition certificate) | |  | | | | | | | |
| **Home Address:** | |  | | | | | | | |
| **Postcode:** | |  | | | | | | | |
| **Date of Birth:** | |  | | | | | | | |
| **E-mail Address:** | |  | | | | | | | |
| **National Insurance Number:** | |  | | | **Employment Start Date:** | |  | | |
| **Job Title/Description:** | |  | | | | | | | |
| **Normal Working Hours** (e.g. 35, 21) | |  | | | **Normal Working Days** (e.g. Mon – Fri) | | |  | |
| **Full-Time Annual Pay:** |  | | **Pro-Rata Pay – Per Annum:** |  | | **Hourly Rate:** | | |  |
| **Pension Eligibility:** | | | | | | | | | |

**Bank Details** (to be completed if salary being paid by Bradford Community Payroll)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bank/Building Society Name and Branch:** | | |  | | |
| **Name on Account:** |  | **Sort Code:** |  | **Account Number:** |  |

**Employee Statement**

**You need to select only one of the following statements A, B or C:**

|  |  |  |
| --- | --- | --- |
| **Statement A** | **Statement B** | **Statement C** |
| 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 | 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 | Choose this statement if:   * you have another job and/or * you’re in receipt of a State, Works or Private Pension |
| Statement A applies to me | Statement B applies to me | Statement C applies to me |

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| --- |
| **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 a Plan 2 if:**   * You lived in England or Wales and started your course on or after 1 September 2012. |
| **You have a 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 1 August 2017 * you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018 |

**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

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

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

Please tick all that apply

Plan 1

Plan 2

Plan 4

Postgraduate Loan (England and Wales only)

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |