

INSTRUCTIONS FOR NEW EMPLOYEES:

As a new employee, your employer needs the information on this form before your first payday. Fill in this form and then give it to your new employer.

EMPLOYEE'S PERSONAL DETAILS:

Last name

First name(s)

Are you male or female? Male Female

Date of birth (dd mm yyyy)

Home address

Postcode

National Insurance Number

EMPLOYEE STATEMENT:

Which of the following statements applies to you?

- A This is my first job since last 6 April and I have not been receiving taxable Jobseekers Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B This is now my only job but since last 6 April I have had another job, or received taxable Jobseekers Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C As well as my new job, I have another job or receive a State or Occupational Pension.

STUDENT LOAN:

Do you have an outstanding student loan to repay? Yes or No

Note: If you didn't leave your course before last 6th April or you repay your loan by direct debit, tick 'No' above..

If Yes, tick the appropriate plan for your course start date and where you lived at the time.

Plan 1 Before September 2012 or living in Scotland or Northern Ireland	Tick if applicable <input type="checkbox"/>
Plan 2 On or after 1 September 2012 and living in England or Wales	Tick if applicable <input type="checkbox"/>

POSTGRADUATE LOAN:

Do you have an outstanding postgraduate loan to repay? Yes or No

Note: If you didn't leave your course before last 6th April or you repay your loan by direct debit, tick 'No' above..

DECLARATION:

Employee Signature

Date

INSTRUCTIONS FOR THE EMPLOYER:

Once the employee has completed this form, enter the information using the Add Employee option on The Payroll Site. Please keep this form for your records - do not send it to HMRC.