

Employer Name: _____

New Employee Personal Details (Items marked * are compulsory)

Title (please circle) *:	Mr / Mrs / Miss / Ms / Dr / Sir / Prof / The Rev / The Hon	Date of Birth (dd/mm/yyyy) *:	/ /
Surname *:	DO NOT SHORTEN	National Insurance (NI) Number *:	
First Name *:			
Middle Name(s) *:			
Gender (please circle) *:	Male / Female	Passport Number (only if no NI number) *:	
Full Home Address *:	Line 1	Marital Status? (please circle):	Single / Married / Divorced / Widowed / Civil Partnership / Other
	Line 2		
	Line 3		
	Line 4		
Post Code *:		Disabled? (please circle):	Yes / No
Is employee in the Government Welfare To Work Programme? *:	Yes / No	Nationality:	
		Telephone Number:	
		Email Address:	

Employment Details (Items marked * are compulsory)

Start Date *:	/ /	Current Normal Hours Per Week (Please tick one box) *:	Up to 15.99 hours	<input type="checkbox"/>	
Director? * (Pls circle) :	Yes / No		16 to 23.99 hours	<input type="checkbox"/>	
Payment Method (Pls circle) :	BACS / CASH / CHEQUE		24 to 29.99 hours	<input type="checkbox"/>	
Pay Frequency (Pls circle) *:	Weekly / Fortnightly / Four Weekly / Monthly		30 hours or more	<input type="checkbox"/>	
Apprentice under an approved UK government statutory apprenticeship framework? (Pls circle)*:	Yes / No		Apprentice start date* / /	Apprentice end date* / /	Other ₁
Bank Sort Code:		Annual Salary:	N/A <input type="checkbox"/> £		
Bank Account Number:		Hourly Rate:	N/A <input type="checkbox"/> £		
Department:		Overtime Hourly Rate:	N/A <input type="checkbox"/> £		
Employee Number:		Job Title:			
BACS Reference:		Is this the employees first civilian job since leaving the armed forces? (Pls circle)*	Yes / No		

Normal Working Pattern * (Please circle all days worked): Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday

Pension Details (Where under Pension Auto Enrolment)

Tick if not applicable

Worker Postponement (please circle)	Yes / No	Contribution Level	
	If Yes, date postponed to: / /	(enter amount or percentage if different to statutory minimum)	

New Starter Information

EITHER Provide form P45 from previous employer and ignore the next questions. Tick to indicate P45 attached:

OR Tick to select only **one** of the following statements **A, B or C**

A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit or a State Pension or Occupational Pension.

B - This is now my only job, but since last 6 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 Pension or Occupational Pension.

C - As well as my new job, I have another job or receive a State Pension or Occupational Pension.

STUDENT LOAN INFORMATION

POST GRADUATE LOAN

Q1 Do you have Student Loan which is not fully paid? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes go to Q2, if No ignore Q2 - Q4	Q1 Do you have a Postgraduate Loan which is not fully re-paid? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes go to Q2, if No ignore Q2 - 3
Q2 Are you paying your student loan direct to the Student Loans Company by agreed monthly instalments? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes ignore Q3 - Q4, if No go to Q3	Q2 Did you complete or leave your Postgraduate studies before 6th April? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes ignore Q3, if No go to Q3
Q3 What type of student plan do you have? Plan 1 <input type="checkbox"/> Plan 2 <input type="checkbox"/> See notes overleaf	Q3 Are you repaying your Postgraduate loan direct to the Student Loans Company by Direct Debit? Yes <input type="checkbox"/> No <input type="checkbox"/>
Q4 Did you finish your studies before the last 6 April? Yes <input type="checkbox"/> No <input type="checkbox"/>	

I declare that the information given on this form is correct and complete to the best of my knowledge and belief.

Employee Signature: _____	Employer Signature: _____
Date: / /	Date: / /

GENERAL GUIDANCE NOTES

You must also complete one of these forms for all Casual Workers and all Workers paid under the Tax & National Insurance thresholds.

Under Real Time Information (RTI) legislation it is an essential requirement for employers to verify employee information with HMRC, all employees therefore need to confirm the following information that we hold about them is correct.

Please complete **ALL SECTIONS** of the form **IN FULL**. Please sign, date and return the completed form to me before the next pay date. **If there are any changes during the year to any of the details you must notify us immediately.**

STUDENT LOAN Q3 - PLAN TYPES

Plan 1 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 1 September 2012,
then you have Plan 1.

Plan 2 If you lived in England and Wales and started your course on or after 1 September 2012
then you have Plan 2.

POSTGRADUATE LOAN Q1 - CRITERIA

You'll have a Postgraduate loan if:

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

For Office Use Only (Initial):

Entered Into Payroll System

Form Scanned to Client Directory\Payroll\New Employee Forms