



### New Starter Form

#### BASIC DETAILS

Surname  Forenames  Title  NI Number

Date of Birth  Email Address

Address1  Address2  Address3  Address4  Postcode

Gender

Tick if Apprentice

#### BANK DETAILS

Sort Code  Bank Account Number  Bank Name and Branch

#### STARTER DECLARATION – Please enter X in the one box that applies to you

**A** – This is my first job since 6 April and I have not been receiving taxable jobseekers allowance or taxable incapacity benefit or a state or occupational pension

**A**

**B** – This is now my only job but since last 6 April I have had another job, or have received taxable jobseekers Allowance or incapacity benefit. I do not receive a state or occupational pension

**B**

**C** – I have another job or receive a state or occupational pension

**C**

P45 to follow

P45 Attached

#### STUDENT LOAN

If you have an unpaid loan, please select the relevant plan from the options below.

If your course started before September 2012 please select **PLAN 1**

If your course started between 1 September 2012 and 31 August 2023, please select **PLAN 2**

If you are a Scottish student and your course started after September 1998, please select **PLAN 4**

If your course started after September 2023, please select **PLAN 5**

If you are studying for a PhD, Doctoral or Masters, please select **POST GRADUATE**

**PLAN 1**

**PLAN 2**

**PLAN 4**

**PLAN 5**

**POST GRADUATE**



**ARMED FORCES VETERAN**

Are you a veteran, that served at least one day in the regular armed forces? If so, what was the start date of your first employment in civilian capacity since leaving the forces?

Yes

*If Yes, Start Date:*

**Employees Signature:**

**Date:**

**Please return this form to your payroll department by email.**

**EMPLOYER USE ONLY**

**Company Name**

**Client Reference**

**Period**

Start Date

Department

Employee Number

**PAYMENT AND DEDUCTION DETAILS**

Standard Weekly Hours \*

Annual Salary

Basic Hourly rate

*\*if irregular weekly hours mark as n/a*

**EMPLOYEE WORKING HOURS**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="text"/>						

**BENEFITS IN KIND**

Company Car?

***If YES, please complete additional form***

Any other benefits in kind?

Yes

*If Yes, please specify*

No

*If No, go to student loan section*

**Please note it is the Employers responsibility to ensure the employee is eligible to work in the UK and the correct documentation is held on file.**