

New Starter Form

Personal Details

Title				Gender										
Surname														
Forename														
Date of birth				NI Number										
Director	Y / N			Start Date										
Address														
Email address for payslips														
Pay frequency	Annually		Quarterly		Monthly		Weekly							
Annual salary / Hourly rate				Contractual hours per week										
Working days	M		Tu		W		Th		F		Sa		Su	

Please include your P45 if you have this from your previous employer.

Employee Statement

Select one of the following three statements:

Statement A	Statement B	Statement C
This is my first job since 6 April and since the 6 April I've not received payments from any of the following: <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	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: <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	Choose this statement if: <ul style="list-style-type: none"> • 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

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 and go to question 1

If Yes, tick this box and sign below

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

Types of Student Loan

You have Plan 1 if any of the following apply:

- You lived in Northern Island when you started your course
- You lived in England or Wales and started your course before 1 September 2012

You have Plan 2 if:

- You lived in England or Wales and started your course on or after 1 September 2012

You have 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

Declaration

I confirm that the information I've given on this form is correct.

Signature

Full name

Date