

Employee Starter Form

A version of this form designed to be completed in Microsoft Word is available at www.phsk.co.uk/yourdocuments. Using Word will help to prevent errors when entering the information into the Employer's records

Section One: To Be Completed By The Employee

Title:

Surname:

Forename(s):

Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth.

Address:

Please do not abbreviate place names, including counties. You must include a post code.

Telephone Numbers (Please enter both, if possible):

Home:

Mobile:

Gender (Please tick one only):

- Male
- Female
- Other or prefer not to disclose

Email:

Date of Birth:

Employment Start Date:

Please attach a p45 from your previous employment (if this is dated since the most recent 6th April)

Starting Declaration (Please tick one only):

- A - This is my first job since 6 April and I've not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B - This is now my only job but since 6 April I've had another job, or received taxable Jobseeker's 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.

National Insurance Number (NINo):

NI Category (Please tick one only):

- A - Standard Rate Contributions: All employees apart from those in a category below.
- B - Reduced Rate Contributions: Married women and widows entitled to pay reduced National Insurance.
- C - Employer Only Contributions: Employees over the State Pension age.
- H - Standard Rate Contributions (Apprentice): Apprentice under 25.
- J - Deferred Contributions: Employees who can defer National Insurance because they're already paying it in another job.
- M - Standard Rate Contributions for under 21s: Employees under 21.
- X - Zero Rated (No NI Contributions).
- Z - Deferred Contributions for under 21s: Employees under 21 who can defer National Insurance because they're already paying it in another job.

Important Note: It is the employees responsibility to advise of any changes of circumstances which may affect the NI Category; including birthdays which take age above 21/25.

Student Loan or Postgraduate Loan:

1 - Do you have one of the Student Loan Plans described in question 4 which is not fully repaid?

- Yes – If yes, go to question 2
- No – If no, go to question 5

2 – Did you complete or leave your studies before 6th April?

- Yes – If yes, go to question 3
- No – If no, go to question 5

3 – Are you repaying your Student Loan directly to the Student Loans Company by direct debit?

- Yes – If yes, go to question 5
- No – If no, go to question 4

4 – What type of Student Loan do you have?

- Plan 1
- Plan 2
- Both

You'll have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)
- You lived in England or Wales and started your undergraduate course before 1 September 2012

You'll have a Plan 2 Student Loan if:

- You lived in England or Wales and started your undergraduate course on or after 1 September 2012
- Your loan is a Part Time Maintenance Loan
- Your loan is an Advanced Learner Loan
- Your loan is a Postgraduate Healthcare Loan

5 – Do you have a Postgraduate Loan which is not fully repaid?

- Yes – If yes, go to question 6
- No – If no, please move to the "Bank Details" section

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

6 – Did you complete or leave your Postgraduate studies before 6th April?

- Yes – If yes, go to question 7
- No – If no, please move to the “Bank Details” section

7 – Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?

- Yes
- No

Bank Details:

Bank Name:

Bank Address:

Name on Account:

Account Number:

Sort Code:

Next of kin:

Full Name:

Relationship to You:

Home Telephone Number:

Work Telephone Number:

Mobile Telephone Number:

Address:

Declaration:

I hereby confirm that the details provided above are true and complete:

Name:

Date:

Section Two: To Be Completed By The Employer

Salary Details:

Number of Contracted Hours Per Week:

Employment Type (Please tick one only): Full Time Part Time Temporary

Please note: This form captures the minimum information currently required for the purposes of processing an employer PAYE scheme. You may require further information to meet your own needs or to meet the requirements of other third parties.

On behalf of, and with the authority from, the employer, I hereby confirm that the details provided above are true and complete:

Name:

Position with employer:

Date: