

STARTER CHECKLIST

Employee's personal details

Last name or family name

National Insurance number

First name(s)

Date of birth (dd/mm/yy)

Are you male or female?

- Male
 Female

Employment start date (dd/mm/yy)

Payroll Reference

Address

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 Jobseeker's 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 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.

Student Loan

Do you have a Student Loan which is not fully repaid?

- Yes
 No

Are you repaying your Student Loan direct to the Student Loan Company by agreed monthly payments?

- Yes
 No

Student Loan Plans

You will have a Plan 1 Student Loan 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

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

What type of Student Loan do you have?

- Plan 1
 Plan 2

Did you finish your studies before the last 6 April?

- Yes
 No

Declaration

- I confirm that the information I have given is correct

Signature

Date (dd/mm/yy)