

# STARTER CHECKLIST

## Employee's personal details

<p><b>1 Last name</b></p> <input style="width: 100%;" type="text"/>	<p><b>5 Home address</b></p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <p>Postcode <input style="width: 80%;" type="text"/></p> <p>Country <input style="width: 80%;" type="text"/></p>
<p><b>2 First names</b> Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	<p><b>6 National Insurance number if known</b></p> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<p><b>3 Are you male or female?</b></p> <p>Male <input style="width: 20px; height: 20px;" type="checkbox"/> Female <input style="width: 20px; height: 20px;" type="checkbox"/></p>	<p><b>7 Employment start date DD MM YYYY</b></p> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<p><b>4 Date of birth DD MM YYYY</b></p> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<p><b>8 Employee Number</b></p> <input style="width: 100%; height: 20px;" type="text"/>

## Employee statement

**9 Choose the statement that applies to you, either A, B or C, and tick the appropriate box.**

Statement A	Statement B	Statement C
<p><b>Do not choose this statement if you're in receipt of a State, Works or Private Pension.</b></p> <p>Choose this statement if the following applies.</p> <p>This is my first job since 6 April and since the 6 April I have not received payments from any of the following:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<p><b>Do not choose this statement if you're in receipt of a State, Works or Private Pension.</b></p> <p>Choose this statement if the following applies.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<p>Choose this statement if:</p> <ul style="list-style-type: none"> <li>• you have another job and/or</li> <li>• you're in receipt of a State, Works or Private Pension</li> </ul>
<p>Statement A applies to me <input style="width: 40px; height: 20px;" type="checkbox"/></p>	<p>Statement B applies to me <input style="width: 40px; height: 20px;" type="checkbox"/></p>	<p>Statement C applies to me <input style="width: 40px; height: 20px;" type="checkbox"/></p>



# STARTER CHECKLIST

## Student Loan

For more guidance about repaying, go to [www.gov.uk/repaying-your-student-loan](http://www.gov.uk/repaying-your-student-loan)

**10 Do you have one of the Student Loan Plans described below which is not fully repaid?**

Yes  If Yes, go to question 11

No  If No, go to question 14

**11 Did you complete or leave your studies before 6th April?**

Yes  If Yes, go to question 12

No  If No, go to question 14

**12 Are you repaying your Student Loan directly to the Student Loans Company by direct debit?**

Yes  If Yes, go to question 14

No  If No, go to question 13

**13 What type of Student Loan do you have?**

Plan 1  Plan 2  Both

### Student Loan Plans

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

## Postgraduate Loan

For more guidance about funding and repaying, go to [www.gov.uk/funding-for-postgraduate-study](http://www.gov.uk/funding-for-postgraduate-study)

For more guidance for employers, go to [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

**14 Do you have a Postgraduate Loan which is not fully repaid?**

Yes  If Yes, go to question 15

No  If No, go to the Declaration

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

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

Yes  If Yes, go to question 16

No  If No, go to the Declaration

**16 Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?**

Yes

No

Go to the Declaration

## Declaration

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

Signature

Full name

Date DD MM YYYY

Once Completed please email to: [asktempypayroll@search.co.uk](mailto:asktempypayroll@search.co.uk)