



## About this form

This form is designed to be filled in on screen. You must answer all the questions except those marked 'optional'. You can't save the form but once you've completed it you'll be able to print a copy and post it.

### Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous three tax years. Do not send this form to HM Revenue and Customs (HMRC).

### Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then you can print it and send it or give it to your employer. Do not send this form to HMRC.

## Employee's personal details

Last name or family name

First name(s)

Are you male or female?

- Male  
 Female

Date of birth

  

### Address

Is this address in the UK?

- Yes  
 No

Line 1

Line 2

Line 3 (optional)

Postcode

Do you have a National Insurance number?

- Yes  
 No

National Insurance number

Employment start date

  

## 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

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Date

DD MM YYYY

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## What to do now

Please send or give the completed form to your employer. Do not send this form to HM Revenue and Customs.