

Starter checklist

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 3 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 give it to your employer. Do not send this form to HMRC.

It's important that you choose the correct statement. If you do not choose the correct statement you may pay too much or too little tax. For help filling in this form watch our short youtube video, go to www.youtube.com/hmrcgovuk

Last name	5 Home addres	s
FLOWER		WARD STREET
		ESTON
First names Do not enter initials or shortened names	HARN	IICH
James or Liz for Elizabeth	ESSE)	Postcode CO12 4
MARK DAVID	Country .	
MUKK DAVID		
	LJ	rance number if known
Are you male or female?	WM S	5 21 23 D
Male Female		
Male Female L_J	7 Employment	start date DD MM YYYY
Data - E Link DD 4444 1000/		
Date of Dilth DD WW AAAA	L	
Date of birth DD MM YYYY 2407 1962 Dloyee statement		
24071962 Dloyee statement Choose the statement that applies to ye	ou, either A, B or C, and tick the appropri	iate box.
24071962 ployee statement	ou, either A, B or C, and tick the appropri	ate box. Statement C
24071962 Dloyee statement Choose the statement that applies to your statement A Do not choose this statement if	Statement B Do not choose this statement if	Statement C Choose this statement if:
24071962 Dloyee statement Choose the statement that applies to your statement A	Statement B	Statement C Choose this statement if: • you have another job and/or
24071962 cloyee statement Choose the statement that applies to your statement A Do not choose this statement if you're in receipt of a State, Works	Statement B Do not choose this statement if you're in receipt of a State, Works	Statement C Choose this statement if: • you have another job and/or
2407 1962 Choose the statement that applies to your statement A Do not choose this statement if you're in receipt of a State, Works or Private Pension.	Statement B Do not choose this statement if you're in receipt of a State, Works or Private Pension.	Statement C Choose this statement if: • you have another job and/or • you're in receipt of a State, Work
2407 1962 Choose the statement that applies to ye Statement A Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. This is my first job since 6 April and	Statement B Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. Since 6 April I have had another job	Statement C Choose this statement if: • you have another job and/or • you're in receipt of a State, Work
Choose the statement that applies to you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. This is my first job since 6 April and since the 6 April I've not received	Statement B Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. Since 6 April I have had another job but I do not have a P45. And/or since	Statement C Choose this statement if: • you have another job and/or • you're in receipt of a State, Work
Choose the statement that applies to you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. This is my first job since 6 April and since the 6 April I've not received payments from any of the following:	Statement B Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. Since 6 April I have had another job	Statement C Choose this statement if: • you have another job and/or • you're in receipt of a State, Work
2407 1962 Choose the statement that applies to your statement A Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. This is my first job since 6 April and since the 6 April I've not received	Statement B Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. 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	Statement C Choose this statement if: • you have another job and/or • you're in receipt of a State, Works



Starter checklist

Instructions for employers

This Starter Checklist can be used to auther information about your new on plusce. You can use this information to belp fill in your first Full Payment Submission (EPS) for this employee, you may to keep the information regarded on the Starter Checulist regard for the concern and previous 3 tax years. Found send this form to HM Revenue and Customs (HMRC).

Instructions for employees

As a new employee your employer needs the information on this form refund that payday to tell HMRC about your and help them use the correct tax code. Fill in this form then give it to your on slayer. Do not send this form to HMRC

It's important that you choose the conject statement. If you do not choose the correct statement you may pay too much or too little tax. For help filling in this form watch our short youtube video, yo to www.ynurubb.com/hrancacvuk

Employee's personal details

a Last name

2 First names

Do not cater initials as shortened cames such as her for to James or Lir for Elizabeth

2001 DON'S

Con the same

3 Are you male or female?

Pemale

动子 医阿斯维氏

4 Date of birth DD MM YYYY

6 Mational Insurance number it known

7 Employment start date DD MM WYWY

Employee statement

g. Choose the statement that applies to you either A. B or C. and first the appropriate true.

Sitrematric

กออกราริกิรและได้รับสอ

assign, provoted

Processing the second for our

Choose this same and broad?

Loun any of the following

tobseciesti: Allowanos.

yordre in rollings of a State, Worse

Sonor & ruph! They bed award through 8 yours

Lini i do nin have a 245. Antiko gina the 6 April have received payments.

or resultA troughs but mot goldens .

A tesmeist?

Do not choose this statement if vaulre in receipt of a State, Works er Private Ponsion.

> Choose this statement if the Joffowing applies.

This is my first job since 6 April 2001 since the 6 April I've not received payments from any of the following.

- · Job reeker's Alloyance
- · Employment and Support Allowatte
 - Incapacity Benefit

Statement Alapplies to the

attorned youngeline

Stateorett Biapples to me-

I triemate to

reaso this staterment if

e per have another too end/or - you re in receipt of a State, Works negroff steviril at

Starensent Capplies to me

Starter checklist

Student Loan	Postgraduate Loan
For more guidance about repaying, go to www.gov.uk/repaying-your-student-loan	For more guidance about funding and repaying, go to www.gov.uk/funding-for-postgraduate-study
Do you have one of the Student Loan Plans described below which is not fully repaid?	For more guidance for employers, go to www.gov.uk/guidance/special-rules-for-student-loans
Yes If Yes, go to question 10	Do you have a Postgraduate Loan which is not fully repaid?
No If No, go to question 13	Yes If Yes, go to question 14
Did you complete or leave your studies before 6th April?	No If No, go to the Declaration
Yes If Yes, go to question 11	 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
No Lif No, go to question 13	course on or after 1 August 2017
Are you repaying your Student Loan directly to the Student Loans Company by direct debit?	 you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018
Yes If Yes, go to question 13	Did you complete or leave your Postgraduate studies before 6th April?
No Lif No, go to question 12	Yes If Yes, go to question 15
12 What type of Student Loan do you have? Plan 1 Plan 2 Both	No If No, go to the Declaration
Student Loan Plans	15 Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?
You'll have a Plan 1 Student Loan if: • you lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)	Yes [
 you lived in England or Wales and started your undergraduate course before 1 September 2012 	No
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	Fill in the declaration.
 your loan is a Part Time Maintenance Loan your loan is an Advanced Learner Loan your loan is a Postgraduate Healthcare Loan 	
Declaration	
I confirm that the information I've given on this form is correct.	
Signature	Full name
	MARIL DAVID FROWER
	Date DD MM YYYY 20 10 2020