



## 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](http://www.youtube.com/hmrcgovuk)

## Employee's personal details

<p><b>1</b> Last name</p> <div>FLOWER</div>	<p><b>5</b> Home address</p> <div>17 EDWARD STREET PARKESTON HARWICH ESSEX Postcode CO12 4PX Country</div>
<p><b>2</b> First names Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth</p> <div>MARK DAVID</div>	<p><b>6</b> National Insurance number if known</p> <div>WM 55 21 23 D</div>
<p><b>3</b> Are you male or female?</p> <p>Male <input checked="" type="checkbox"/> Female <input type="checkbox"/></p>	<p><b>7</b> Employment start date DD MM YYYY</p> <div><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div>
<p><b>4</b> Date of birth DD MM YYYY</p> <div>24 07 19 62</div>	

## Employee statement

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

Statement A	Statement B	Statement C
<p>Do not choose this statement if you're in receipt of a State, Works or Private Pension.</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've 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>Do not choose this statement if you're in receipt of a State, Works or Private Pension.</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>
Statement A applies to me <input type="checkbox"/>	Statement B applies to me <input type="checkbox"/>	Statement C applies to me <input checked="" type="checkbox"/>



# Starter checklist

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## Employee's personal details

1 Last name

*Smith*

2 First names

Do not enter initials or shortened names such as Bob for James or Jo for Elizabeth.

*John David*

3 Are you male or female?

Male ☒ Female ☐

4 Date of birth DD MM YYYY

*01 01 1980*

5 Home address

*123 High Street  
London E1 1AA*

6 National Insurance number if known

*AB 12 34 56 78*

7 Employee's start date DD MM YYYY

## Employee statement

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

### Statement A

Do not choose this statement if you're in receipt of a State Pension 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 payment from any of the following:  
• Jobseeker's Allowance  
• Employment and Support Allowance  
• Incapacity Benefit

Statement A applies to me

### Statement B

Do not choose this statement if you're in receipt of a State Pension or Private Pension.  
Choose this statement if the following applies:  
Since 6 April I have had another job but do not have a State Pension and the 6 April I have received payment from any of the following:  
• Jobseeker's Allowance  
• Employment and Support Allowance  
• Incapacity Benefit

Statement B applies to me

### Statement C

Choose this statement if:  
• you have another job and/or  
• you're in receipt of a State Pension or Private Pension

Statement C applies to me

## Student Loan

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

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

Yes ☐ If Yes, go to question 10

No ☒ If No, go to question 13

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

Yes ☐ If Yes, go to question 11

No ☐ If No, go to question 13

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

Yes ☐ If Yes, go to question 13

No ☐ If No, go to question 12

**12** 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)

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

Yes ☐ If Yes, go to question 14

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

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

Yes ☐ If Yes, go to question 15

No ☐ If No, go to the Declaration

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

Yes ☐


No ☐

Fill in the declaration.

## Declaration

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

Signature



Full name

MARK DAVID FOWER

Date DD MM YYYY

20 10 2020