

# 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

Employee's personal details

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

1 Last name		5 Hom	ne address
MACE		3	S STUART ROAD
		L	APAL
	2 First names  Do not enter initials or shortened names such as Jim for  James or Liz for Elizabeth		MALESCWEN
			Postcode B620ED
PONAL	D WILLIAM DA	Coul	ntry CU ,
1901011	10 1110-1111-( 2.		and become a more of the con-
L		[]	onal Insurance number if known
3 Are you male	3 Are you male or female?		E ( 0 3 8 1 7 C
Male Female		7 Emp	oloyment start date DD MM YYYY
	Mac Tenac		
4 Date of birth	DD MM YYYY		
210	3 1964		
Employee st	atement		
Employee st  8 Choose the sta	atement that applies to yo	ou, either A, B or C, and tick the	appropriate box.  Statement C
8 Choose the sta	atement that applies to yo	7	Statement C
8 Choose the sta  Statement  Do not choose	atement that applies to you  A  e this statement if  cipt of a State, Works	Statement B	Statement C  If Choose this statement if:  • you have another job and/or
Statement  Do not choose you're in rece or Private Per Choose this st	A  e this statement if eight of a State, Works ension.  tatement if the	Statement B  Do not choose this statement if you're in receipt of a State, Woor Private Pension.  Choose this statement if the	Statement C  If Choose this statement if:
Statement  Do not choose you're in rece or Private Per Choose this st following app	A  e this statement if cipt of a State, Works nsion. tatement if the olies.	Statement B  Do not choose this statement if you're in receipt of a State, Woor Private Pension.  Choose this statement if the following applies.	Statement C  If Choose this statement if:  • you have another job and/or  • you're in receipt of a State, Works or Private Pension
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Statement  Do not choose you're in rece or Private Per Choose this st following app This is my firs since the 6 App	A  e this statement if eipt of a State, Works nsion. tatement if the olies. st job since 6 April and pril I've not received em any of the following:	Statement B  Do not choose this statement if you're in receipt of a State, Wo or Private Pension.  Choose this statement if the following applies.  Since 6 April I have had another but I do not have a P45. And/o	Statement C  If Choose this statement if:  • you have another job and/or  • you're in receipt of a State, Works or Private Pension  er job or since
Statement  Do not choose you're in rece or Private Per Choose this st following app This is my first since the 6 Appayments fro  Jobseeker's Employment	A  e this statement if ipt of a State, Works insion.  tatement if the olies.  st job since 6 April and pril I've not received im any of the following: Allowance it and Support Allowance	Statement B  Do not choose this statement if you're in receipt of a State, Woor Private Pension.  Choose this statement if the following applies.  Since 6 April I have had another but I do not have a P45. And/of the 6 April I have received pay from any of the following:  • Jobseeker's Allowance	Statement C  If Choose this statement if:  • you have another job and/or  • you're in receipt of a State, Works or Private Pension  er job or since rments
Statement  Do not choose you're in rece or Private Per Choose this st following app This is my firs since the 6 Appayments fro  Jobseeker's	A  e this statement if ipt of a State, Works insion.  tatement if the olies.  st job since 6 April and pril I've not received im any of the following: Allowance it and Support Allowance	Statement B  Do not choose this statement if you're in receipt of a State, Wo or Private Pension.  Choose this statement if the following applies.  Since 6 April I have had another but I do not have a P45. And/of the 6 April I have received pay from any of the following:  • Jobseeker's Allowance • Employment and Support All	Statement C  If Choose this statement if:  • you have another job and/or  • you're in receipt of a State, Works or Private Pension  er job or since rments
Statement  Do not choose you're in rece or Private Per Choose this st following app This is my first since the 6 Appayments fro  Jobseeker's Employment	atement that applies to your A  e this statement if sipt of a State, Works ansion.  tatement if the solies.  st job since 6 April and pril I've not received am any of the following:  Allowance at and Support Allowance Benefit	Statement B  Do not choose this statement if you're in receipt of a State, Woor Private Pension.  Choose this statement if the following applies.  Since 6 April I have had another but I do not have a P45. And/of the 6 April I have received pay from any of the following:  • Jobseeker's Allowance	Statement C  If Choose this statement if:  • you have another job and/or  • you're in receipt of a State, Works or Private Pension  er job or since rments

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	
9 Do you have one of the Student Loan Plans described	For more guidance for employers, go to www.gov.uk/guidance/special-rules-for-student-loans	
below which is not fully repaid?		
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	
	You'll have a Postgraduate Loan if:	
Yes If Yes, go to question 11	<ul> <li>you lived in England and started your Postgraduate Master's course on or after 1 August 2016</li> </ul>	
No If No, go to question 13	<ul> <li>you lived in Wales and started your Postgraduate Master's</li> </ul>	
The last the factor of the fac	course on or after 1 August 2017	
11 Are you repaying your Student Loan directly to the Student Loans Company by direct debit?	<ul> <li>you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018</li> </ul>	
Yes If Yes, go to question 13	Did you complete or leave your Postgraduate studies before 6th April?	
No If 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 L If No, go to the Declaration	
	15 Are you repaying your Postgraduate Loan direct to the	
Student Loan Plans You'll have a Plan 1 Student Loan if:	Student Loans Company by direct debit?	
you lived in Scotland or Northern Ireland when you started	Vac	
your course (undergraduate or postgraduate)	Yes	
you lived in England or Wales and started your	No	
undergraduate course before 1 September 2012	No L	
You'll have a Plan 2 Student Loan if:	Fill in the declaration.	
you lived in England or Wales and started your	The in the decidration.	
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		
Declaration		
I confirm that the information I've given on this form is correct.		
Signature	Full name	
Rollac	RONALD MACE	
, , , , , , , , , , , , , , , , , , , ,	Date DD MM YYYY	
	08122020	



### 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

Statement A applies to me

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

nployee's personal details		
Last name	5 Home address	
MACE	35 ST	HART ROAD
_	LAPAL	
First names  Do not enter initials or shortened names s	taces	
James or Liz for Elizabeth	such as sill for	Postcode B62 OEC
KAY	Country UL	
K	Netional Income	
		rance number if known
Are you male or female?	NEU	0 3 9 3 8 8
Male Female	7 Employment	start date DD MM YYYY
Date of birth DD MM YYYY		
Choose the statement that applies to yo	ou, either A, B or C, and tick the appropri	ate box.
Statement A	Statement B	Statement C
Do not choose this statement if	Do not choose this statement if	Choose this statement if:
you're in receipt of a State, Works or Private Pension.	you're in receipt of a State, Works or Private Pension.	<ul><li>you have another job and/or</li><li>you're in receipt of a State, Works</li></ul>
Choose this statement if the following applies.	Choose this statement if the following applies.	or Private Pension
This is my first job since 6 April and		
THIS IS THY THIST JOD SHICE & ADDIT AND	7. 17	
since the 6 April I've not received	Since 6 April I have had another job but I do not have a P45. And/or since	5
since the 6 April I've not received payments from any of the following:	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	b .
since the 6 April I've not received payments from any of the following:  • Jobseeker's Allowance	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:	
since the 6 April I've not received payments from any of the following:	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 applies to me

Statement B applies to me

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	
9 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  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  • you'l loan is a Part Time Maintenance Loan  • your loan is an Advanced Learner Loan	Do you have a Postgraduate Loan which is not fully repaid?  Yes	
your loan is a Postgraduate Healthcare Loan     Declaration		
I confirm that the information I've given on this form is correct.		
Signature	Full name	
KMace.	KAY MACE	
	Date DD MM YYYY	
	08122020	