

**PLEASE TYPE OR USE CAPITAL LETTERS WHEN COMPLETING THIS FORM.**

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. **Do not send this form to HMRC.**

## Employment Details

<b>Employer Name</b>	<input type="text"/>	<b>Rate of Pay</b>	£ <input type="text"/> per <input type="text"/>
<b>Normal hours and days worked per week</b>		<b>Date employment started (DD MM YYYY)</b>	
Up to 15.99 hours	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
16.00 – 23.99 hours	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
24.00 – 29.99 hours	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
30.00 hours or more	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other	<input type="checkbox"/>	<b>Are you a Director?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>
Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	No regular days <input type="checkbox"/>
			<b>If YES since (DD MM YYYY)</b>
			<input type="text"/>

## Employee personal details

<b>Title</b> – enter Mr, Mrs, Miss, Ms, Dr or other title	<input type="text"/>	<b>Address</b>	<input type="text"/>
<b>Surname</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>First name(s)</b> Do not enter initials or shorten names such as Jim for James or Liz for Elizabeth	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
	<input type="text"/>	<b>Payslip notification email</b> – please use a personal email	<input type="text"/>
<b>Department</b>	<input type="text"/>		
<b>Date of birth (DD MM YYYY)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Sex</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
<b>National Insurance Number</b>	Example Format: AB 12 34 56 C		
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Passport number</b>	This is only necessary if you do not enter your National Insurance Number above or are not currently UK Resident		
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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### Employee statement

#### Your present circumstances

You need to select only **ONE** of the following statements A, B or C

- A** This is my first job since 6 April and I have not been receiving taxable Job Seeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B** This is now my only job, but since 06 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension.
- C** I have another job or receive a state or occupational pension.

### Working from abroad

Only complete this section if you have been seconded to work in the United Kingdom (UK) from abroad. Read all the following statements carefully and enter 'X' in **the one** that applies to you.

- A** I intend to live in the UK for more than six months.
- B** I intend to live in the UK for less than six months.
- C** I will be working for the employer both inside and outside the UK but will be living abroad.

Enter 'X' if you are a European Economic Area citizen

### UK Student Loans

Do you have a Student Loan which is not fully repaid?

- Yes go to question A (below)
- No go to question C (right)

#### Question A

Are you repaying your Student Loan direct to the Students Loan Company by agreed monthly payments?

- Yes go to question C (right)
- No go to question B (right)

### UK Student Loans Plans

#### Question B

What type of Student Loan do you have?

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 September 2012

Plan 1 

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.

Plan 2 

#### Question C

Did you finish your studies before last 6 April?

Yes  No 

Please type your name here or sign after you have printed the form

Signature

Date (DD MM YY)

**THIS FORM MUST BE COMPLETED IN FULL TO BE ACCEPTED**

If you have form P45 from your previous employer please hand parts 2 and 3 only to your new employer