

# New starter declaration

As a new employee we need the information on this form before your first payday to tell HMRC about you and help us use the correct tax code. Fill in this form then hand/email your consultant or send to [timesheets@uxbridge-employment.co.uk](mailto:timesheets@uxbridge-employment.co.uk)

## Employee's personal details

1 Last name

2 First name(s)  
Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth

3 Are you male or female?  
Male  Female

4 Date of birth DD MM YYYY

5 Home address  
  
  
  
Postcode  
  
Country

6 National Insurance number (if known)

7 Employment start date DD MM YYYY

## Employee statement

8 You need to select only one of the following statements A, B or C

- 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

9 Do you have a Student Loan which is not fully repaid?  
Yes  If yes, go to question 10  
No  If no, go to question 12

10 Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?  
Yes  If yes, go to question 12  
No  If no, go to question 11

## 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 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.

11 What type of Student Loan do you have?  
Plan 1   
Plan 2

12 Did you finish your studies before the last 6 April?  
Yes  No

## Signature

Name

Date DD MM YYYY