

Direct Payment Support Service

Employee 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 three tax years. **Do not send this form to HM Revenue & Customs (HMRC).**

Employee Starter Checklist - 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 you can send it to your employer. **Do not send this form to HM Revenue & Customs (HMRC).**

Employee's personal details: Please complete all questions.

Last name or family name *	
First name(s) *	
Are you male or female? *	Male Female
Date of birth <i>dd mm yyyy</i> *	
Home address	
Address line 1 *	
Address line 2 *	
Address line 3	
Address line 4	
Postcode (if your address is in the UK)	
National Insurance number	
Employment start date <i>dd mm yyyy</i>	

Please now complete the Employees Statement over the page regarding employment history and Student Loans.

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Employee Starter Checklist - Employee statement (required information)

You need to tick 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 Loans – Please answer yes or no	
Yes	I have a Student Loan which is not fully repaid and I left a course of UK higher education before last 6 April and I received my first Student Loan instalment on or after 1 September 1998. Answer 'No' if you are repaying your Student Loan direct to the Student Loans Company by agreed monthly payments.
No	

*

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

Full name/signature

Today's Date *dd mm yyyy*
