

NEW STARTER DECLARATION

Employee's personal details

* Indicates required information

Last Name or Family Name *

First Name(s) *

Are you Male or Female? *

Male

Female

Date of Birth *eg dd mm yyyy* *

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 * *eg dd mm yyyy*

Payroll ID or works number (if you have one)

Employee statement

* Indicates required information

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 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 *

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

No

Yes

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

No

Yes

Student Loan Plans

You will have a Plan 1 Student Loan if:

- You will have lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before 1 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.

What type of Student Loan do you have?

Plan 1

Plan 2

Did you finish your studies before last 6 April?

Yes

No

Signature

Print Name

Date