

New Employee Starter Form

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 give it to your employer.

Employee's personal details

1 Last name

2 First names (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 Title:

4 Date of birth DD MM YYYY

5 Home address

Postcode

County

6 National insurance number

7 Employment start date DD MM YYYY

8 Your email address

This is required to access your secure online pay portal

10 Bank details

Account name

Bank

9 Your telephone number

11 Bank account number

Sort code

12 Your employer details

Name

Address

Postcode

Employee statement

13 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, 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.

14 Student Loan

Do you have Student Loan which is not fully repaid

Yes if yes, go to question 15

No If no, go to question 17

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

Yes If yes, go to question 17

No If no, go to question 16

Student Loan Plans

you will have a Plan 1 Student Loan if:

- You live 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.

16 What type of Student Loan do you have?

Plan 1

Plan 2

17 Did you finish your studies before the last 6 April?

Yes

No

For further guidance on repaying Student Loans go to www.gov.uk/new-employee/student-loans

18 Your Signature

Name

Date (DD MM YYYY)

I confirm that the details given on this form are correct. If bank details are completed I confirm that this is the bank account I wish to have my salary paid into, I understand that this is subject to the contractual arrangements between KDC and my employer. I agree that my employer may pass this information to KDC for payroll purposes.

Signed _____