HM Revenue & Customs

Starter checklist

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)

☐☐ ☐☐ ☐☐ ☐☐ ☐

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

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