# Employee Starter Form

*This form is designed to be completed in Microsoft Word. Using Word will help to prevent errors when entering the information into the Employer’ records. A .pdf version of this form is available at* [www.phsk.co.uk/yourdocuments](http://www.phsk.co.uk/yourdocuments) *for those who cannot complete this form in Word.*

## Section One: To Be Completed By The Employee

Title: Click here to enter text.

Surname: Click here to enter text.

Forename(s): Click here to enter text.

*Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth.*

Address: Click here to enter text.

*Please do not abbreviate place names, including counties. You must include a post code.*

### Telephone Numbers (Please enter both, if possible):

Home: Click here to enter text.

Mobile: Click here to enter text.

### Gender (Please tick one only):

Male

Female

Other or prefer not to disclose

Email: Click here to enter text.

Date of Birth: Click here to enter text.

Employment Start Date: Click here to enter text.

***Please attach a p45 from your previous employment (if this is dated since the most recent 6th April)***

### Starting Declaration (Please tick one only):

A - This is my first job since 6 April and I’ve 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’ve 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.

National Insurance Number (NINo): Click here to enter text.

### NI Category (Please tick one only):

A - Standard Rate Contributions: All employees apart from those in a category below.

B - Reduced Rate Contributions: Married women and widows entitled to pay reduced National Insurance.

C - Employer Only Contributions: Employees over the [State Pension age](https://www.gov.uk/state-pension-age).

H - Standard Rate Contributions (Apprentice): Apprentice under 25.

J - Deferred Contributions: Employees who can defer National Insurance because they’re already paying it in another job.

M - Standard Rate Contributions for under 21s: Employees under 21.

X - Zero Rated (No NI Contributions).

Z - Deferred Contributions for under 21s: Employees under 21 who can defer National Insurance because they’re already paying it in another job.

Important Note: It is the employees responsibility to advise of any changes of circumstances which may affect the NI Category; including birthdays which take age above 21/25.

### Student Loan or Postgraduate Loan:

1 - Do you have one of the Student Loan Plans described in question 4 which is not fully repaid?

Yes – If yes, go to question 2

No – If no, go to question 5

2 – Did you complete or leave your studies before 6th April?

Yes – If yes, go to question 3

No – If no, go to question 5

3 – Are you repaying your Student Loan directly to the Student Loans Company by direct debit?

Yes – If yes, go to question 5

No – If no, go to question 4

4 – What type of Student Loan do you have?

Plan 1

Plan 2

Both

You’ll have a Plan 1 Student Loan if:

* You lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)
* You lived in England or Wales and started your undergraduate course before 1 September 2012

You’ll have a Plan 2 Student Loan if:

* You lived in England or Wales and started your undergraduate course on or after 1 September 2012
* Your loan is a Part Time Maintenance Loan
* Your loan is an Advanced Learner Loan
* Your loan is a Postgraduate Healthcare Loan

5 – Do you have a Postgraduate Loan which is not fully repaid?

Yes – If yes, go to question 6

No – If no, please move to the “Bank Details” section

You’ll have a Postgraduate Loan if:

* You lived in England and started your Postgraduate Master’s course on or after 1 August 2016
* You lived in Wales and started your Postgraduate Master’s course on or after 1 August 2017
* You lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018

6 – Did you complete or leave your Postgraduate studies before 6th April?

Yes – If yes, go to question 7

No – If no, please move to the “Bank Details” section

7 – Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?

Yes

No

### Bank Details:

Bank Name: Click here to enter text.

Bank Address: Click here to enter text.

Name on Account: Click here to enter text.

Account Number: Click here to enter text.

Sort Code: Click here to enter text.

### Next of kin:

Full Name: Click here to enter text.

Relationship to You: Click here to enter text.

Home Telephone Number: Click here to enter text.

Work Telephone Number: Click here to enter text.

Mobile Telephone Number: Click here to enter text.

Address: Click here to enter text.

### Declaration:

I hereby confirm that the details provided above are true and complete:

Name: Click here to enter text.

Date: Click here to enter text.

## Section Two: To Be Completed By The Employer

Salary Details: Click here to enter text.

Number of Contracted Hours Per Week: Click here to enter text.

Employment Type (Please tick one only):  Full Time  Part Time  Temporary

*Please note: This form captures the minimum information currently required for the purposes of processing an employer PAYE scheme. You may require further information to meet your own needs or to meet the requirements of other third parties.*

On behalf of, and with the authority from, the employer, I hereby confirm that the details provided above are true and complete:

Name: Click here to enter text.

Position with employer: Click here to enter text.

Date: Click here to enter text.