



NEW EMPLOYEE STARTER FORM

Employer details

Company name

Employee details

Last name

First names

Are you male or female

☐

male

☐

female

Date of birth

Address line 1

Address line 2

Postal town/City

Postcode

NI Number

Employee email address

Employee bank details

Account number

Sort code

Declaration - Select only one of the following A, B or C

☐

A - This is my first job since last 6 April and I have not been receiving taxable Jobseekers Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension

☐

B - This is now my only job but since last 6 April and I have had another job or received taxable Jobseekers 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.

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 1st September 1998. Select 'NO' if you are repaying your Student Loan direct to the Student Loans Company by agreed monthly payments.

☐

Yes

☐

No

Employment details

Start date

Department title or code

Pay frequency

weekly

☐

Fortnightly

☐

Monthly

☐

Annually

Rate

£

☐

Hourly

☐

Per week

☐

Per annum

Hours

Weekly

Fortnightly

Monthly

One of the following must be submitted prior to employee payroll processing

Signed P46 form enclosed

☐

Yes

P45 form enclosed

☐

Yes

Signed

Date

Office use

Date Entered

Employer please return to: Cox & Co. Payroll Solutions Ltd
Unit 10 | Londonderry Farm
Willsbridge | Bristol | BS30 6EL
Email: over2u@payrollolutionsltd.co.uk
Tel: 0117 9323444