

# NEW EMPLOYEE DETAILS FORM

Version 6

<b>Employer Name:</b>	
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## New Employee Personal Details (Items marked \* are compulsory)

Title <i>(please circle)</i> *:	Mr / Mrs / Miss / Ms / Dr / Sir / Prof / The Rev / The Hon	Date of Birth <i>(dd/mm/yyyy)</i> *:	/ /
Surname *:	DO NOT SHORTEN	National Insurance (NI) Number *:	
First Name *:			
Middle Name(s) *:			
Gender <i>(please circle)</i> *:	Male / Female	Passport Number <i>(only if no NI number)</i> :	
Full Home Address *:	Line 1 Line 2 Line 3 Line 4	Marital Status? <i>(please circle)</i> :	Single / Married / Divorced / Widowed / Civil Partnership / Other
Post Code *:		Disabled? <i>(please circle)</i> :	Yes / No
Is employee in the Government Welfare To Work Programme? *:	Yes / No	Nationality:	
		Telephone Number:	
		Email Address:	

## Employment Details (Items marked \* are compulsory)

Start Date *:	/ /	Current Normal Hours Per Week <i>(Please tick one box)</i> *:	Up to 15.99 hours	<input type="checkbox"/>
Director? * <i>(please circle)</i> :	Yes / No		16 to 23.99 hours	<input type="checkbox"/>
Payment Method <i>(please circle)</i> :	BACS / CASH / CHEQUE / BANK TRANSFER		24 to 29.99 hours	<input type="checkbox"/>
Pay Frequency <i>(please circle)</i> *:	Weekly / Fortnightly Four Weekly / Monthly		30 hours or more	<input type="checkbox"/>
Bank Sort Code:			Other <sub>1</sub>	<input type="checkbox"/>
Bank Account Number:		<small><sub>1</sub> Pensioners, No Set Hours or Zero Hours Staff ONLY - Not when don't know!</small>		
Department:		Annual Salary:	N/A <input type="checkbox"/> £	
Employee Number:		Hourly Rate:	N/A <input type="checkbox"/> £	
BACS Reference:		Overtime Hourly Rate:	N/A <input type="checkbox"/> £	
		Job Title:		

Normal Working Pattern * <i>(Please circle all days worked)</i> :	Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday
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## Pension Details (Where under Pension Auto Enrolment) Tick if not applicable ☐

Worker Postponement <i>(please circle)</i>	Yes / No	Contribution Level <small><i>(enter amount or percentage if different to statutory minimum)</i></small>
	If Yes, date postponed to: / /	

## New Starter Information

<b>EITHER</b>	Provide form P45 from previous employer and ignore the next questions.	Tick to indicate P45 attached: <input type="checkbox"/>
<b>OR</b>	Tick to select only <b>one</b> of the following statements <b>A</b> , <b>B</b> or <b>C</b>	
<input type="checkbox"/>	<b>A</b> - 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 or a State Pension or Occupational Pension.	
<input type="checkbox"/>	<b>B</b> - This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State Pension or Occupational Pension.	
<input type="checkbox"/>	<b>C</b> - As well as my new job, I have another job or receive a State Pension or Occupational Pension.	

## STUDENT LOAN INFORMATION

<b>Q1</b>	Do you have Student Loan which is not fully paid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes go to Q2, if No ignore Q2 - Q4
<b>Q2</b>	Are you paying your student loan direct to the Student Loans Company by agreed monthly instalments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes ignore Q3 - Q4, if No go to Q3
<b>Q3</b>	What type of student plan do you have?	Plan 1 <input type="checkbox"/>	Plan 2 <input type="checkbox"/>	See notes overleaf
<b>Q4</b>	Did you finish your studies before the last 6 April?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

I declare that the information given on this form is correct and complete to the best of my knowledge and belief.

Employee Signature:		Employer Signature:	
Date:	/ /	Date:	/ /

## GENERAL GUIDANCE NOTES

**You must also complete one of these forms for all Casual Workers and all Workers paid under the Tax & National Insurance thresholds.**

Under Real Time Information (RTI) legislation it is an essential requirement for employers to verify employee information with HMRC, all employees therefore need to confirm the following information that we hold about them is correct.

Please complete **ALL SECTIONS** of the form **IN FULL**. Please sign, date and return the completed form to me before the next pay date. **If there are any changes during the year to any of the details you must notify us immediately.**

## STUDENT LOAN Q3 - PLAN TYPES

- |               |   |
|---------------|---|
| <b>Plan 1</b> | If you lived in Scotland or Northern Ireland when you started your course, <b>or</b><br>You lived in England or Wales and started your course before 1 September 2012,<br>then you have Plan 1. |
| <b>Plan 2</b> | If you lived in England and Wales and started your course on or after 1 September 2012<br>then you have Plan 2.   |