

## Employee New Starter Form

**Client Name:**

**\* Employee Number:**

\* Excel Payroll Solutions will apply this

Title

Gender

Marital Status

Forename

Surname

Address

Post Code

E-Mail Address

Date of Birth

Passport Number

Work Start Date

NI Number

Salary (if applicable)

Hours per week (if applicable)

**ONLY PROVIDE BANK DETAILS IF BACS PAYMENTS ARE MADE BY US OR YOU REQUIRE A BACS REPORT** Bank

Name

Bank Account Name

Bank Account Type Bank

Sort Code

Bank Account Number - MUST BE 8 DIGITS

Building Society Roll Number

## Employment Status

You need to select only one of the following statements A, B or C, failure to do so will result in paying 20% tax on all earnings.

- This is my first job since 6 April and I've not been receiving taxable Jobseeker's Allowance, A Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- This is now my only job but since 6 April I've had another job, or received taxable BJobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- As well as my new job, I have another job or receive a State or Occupational Pension

## Student/Postgraduate Loan

Only needs completing should you have a student loan. For more guidance about repaying go to [www.gov.uk/repaying-your-student-loan](http://www.gov.uk/repaying-your-student-loan)

Do you have one of the Student Loan Plans described below which is not fully repaid?

Yes If Yes, go to question 1  
No If No, go to question 4

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

Yes If Yes, go to question 2  
No If No, go to question 4

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

Yes If Yes, go to question 3  
No If No, go to question 4

3 What type of Student Loan do you have?

Plan 1 Plan 2 Both

Student Loan Plans

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 .

## DECLARATION

I confirm that the information I have given on this form is correct

Signature/Name

Date

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

Yes If Yes, go to question 5  
No If No, go to the Declaration

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

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

Yes If Yes, go to question 6  
No If No, go to the Declaration

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

Yes  
No