



**New Employee Starter Form**

Employer's Name			
Service User Name			
<b>New Employee Details</b>			
Employee's Full Name		Title	
Employee's Contact Address and Postcode			
National Insurance Number		Date of Birth	
Employee's Marital Status		Employee's Telephone Number	
<p>P45/P46 – Please attach employee's P45 or have employee enter an 'X' in the ONE box applies to their present circumstances:</p> <p>A <input type="checkbox"/> This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.</p> <p>B <input type="checkbox"/> 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 or occupational pension</p> <p>C <input type="checkbox"/> I have another job or receive a state or occupational pension.</p>			
<p>Do you have any exemptions from national insurance? (e.g. over pension age) Please attach evidence e.g. exemption form or evidence of state pension.</p>			
1	Student Loan - Do you have a Student Loan which is not fully repaid?	Yes If yes go to Question 2 <input type="checkbox"/>	No If no go to Question 4 <input type="checkbox"/>
2	Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?	Yes If yes go to Question 4 <input type="checkbox"/>	No If no go to Question 4 <input type="checkbox"/>
<p>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</p> <p>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.</p>			
3	What type of Student Loan do you have?	Plan 1 <input type="checkbox"/>	Plan 2 <input type="checkbox"/>
4	Did you finish your studies before the last 6 April?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>For further guidance about repaying Student Loans go to <a href="http://www.gov.uk/new-employee/student-loans">www.gov.uk/new-employee/student-loans</a></p>			
<b>Employee Signature</b>		<b>Date</b>	



## New Employee Starter Form Continued

Employer to Complete			
Please enter the following details from your new employees Contract of Employment. (If possible, please attach a copy of the Contract to this form.)			
Employee starting date:		Weekly Contracted hours:	
Pensions: (to be updated when applicable)			
Pay rates - please enter all rates that are applicable			
Basic rate:	£	per hour	
Enhanced rate:	£	per hour, for * evenings/weekends/bank holidays	
Night rate:	£	per *hour/night	
Other rate:	£	*Delete as applicable	
<b>Employer Signature</b>		<b>Date</b>	
Employee Bank Details - (Only complete if wages to be paid from PRO Disability Holding Account - otherwise leave blank)			
Name on Account:			
Sort code: (6 digit)			
Account number: (8 digit)			
If Building Society enter Roll Number:			
<b>All fields above this line is mandatory failure to complete any of the above will lead to delay.</b>			

### Employer Notes

We advise you as an employer to keep a copy of this form and return the original to us straight away.

You will need to inform us of any changes to this form.

In order to comply with the law on preventing illegal working you should retain copies of one of either of the following:

- British Passport (sufficient on its own) or
- P45 or P60 and a UK Birth Certificate or
- Work Permit and an endorsed Passport