

New employee information

We use this form to capture important information about you to enable us to process your payroll payments.

Please complete this form using block capitals, sign the declaration over the page and return the form to your manager.

1 Basic information

Please answer all questions in this section.

Title

Mr | Mrs | Miss | Ms | Other:

First name

Middle name

Last name or family name

Date of birth

D D M M Y Y Y Y

Are you male or female?

Male

Female

Home address

Postcode

Contact information

Personal email address

2 Employment details

Employment start date

D D M M Y Y Y Y

National Insurance number

3 Taxes

Do you have a P45 from your previous employer?

Yes, I have attached my P45 from earlier this current tax year

No, I don't have a P45, or my P45 is dated before the start of the current tax year, which started on 6th April

3 Taxes (continued)

Choose the statement that applies to you, either A, B or C, and tick the appropriate box

- A** - This is my first job since 6th April and since the 6th April I have not received payments from: Jobseeker's Allowance, Employment and Support Allowance, Incapacity Benefit, or State, Works or Private Pension.
- B** - This is now my only job but since 6th April I have had another job, or received payments from: Jobseeker's Allowance, Employment and Support Allowance or Incapacity Benefit. I do not receive a State, Works or Private Pension.
- C** - As well as my new job, I have another job or receive a State, Works or Private Pension.

Do you have any Student or Postgraduate Loans which are not fully repaid and:

- You completed or left your full-time course *before* the start of the current tax year, which started on 6th April; and
 - You are *not* already making regular direct debit repayments from your bank as agreed with the Student Loans Company?
- Yes No — skip the next question and go to section 4

Tick the correct Student Loans that you have. Please tick all that apply

- Plan 1** – You lived in Northern Ireland when you started your course,
OR you lived in England or Wales and started your course before 1st September 2012
- Plan 2** – You lived in England or Wales and started your course on or after 1st September 2012
- Plan 4** – You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course
- Postgraduate Loan** – You lived in England and started your Postgraduate Master's course on or after 1st August 2016,
OR you lived in Wales and started your Postgraduate Master's course on or after 1st August 2017,
OR you lived in England or Wales and started your Postgraduate Doctoral course on or after 1st August 2018

4 Payment details

We'll pay your salary directly into your bank account. Please provide your bank details.

Account name (not the name of the bank)

Bank sort code

Building society roll number (if applicable)

Bank account number

5 Confirmation

By signing below you confirm that the information you've given is accurate and that you're happy for us to use this information.

Signed

Date signed:

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| D | D | M | M | Y | Y | Y | Y |
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Your data

Just to reassure you; we won't use this data for any other purpose, than to administer our own payroll. And of course, we'd never sell this data to a third-party.

