

Starter Form for Payroll Input

PayPartners Client										
Employee Start Date										
Usual working hours per week							Full Time / Part Time			
Usual Working Days	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon to Fri ONLY	Week End ONLY	
Gross Pay per annum	£				Hourly Rate		£			
Job Title										
Division					Department					

Surname					Title	Mr/Mrs/Miss/Ms				
Forename(s)	First Forename				Second Forename					
Address 1										
Address 2										
City					Post Code					

Date Of Birth					Gender	MALE / FEMALE		
Marital Status	Single / Married / Divorced / Co-habiting / Civil Partnership							
National Insurance Number					Passport Number			

Bank Name					Bank Branch Name				
Bank Sort Code									
Bank Account Number									
Bank Account Name									
Roll number (B/Soc ONLY)									

These details are submitted via the Employer to PayPartners Ltd as part of the payroll process. The Employer authorises PayPartners Ltd to add the above details to their payroll. The above details have been verified by the Employer and are presented to PayPartners Ltd as a true and accurate record.

PAYP002 Iss3 12/2012

***** NEXT PAGE/REVERSE – COMPLETE THE TAX/STARTER STATEMENTS *****

PayPartners Ltd Lancastrian Office Centre Talbot Road Stretford M32 0FP
 T: 0161 874 1625 F: 0161 872 2444 E: payroll@pay-partners.co.uk W: pay-partners.co.uk

STARTER DECLARATION RTI Compliant **Your Tax Statement concerning This Employment**

TICK ONE that applies to you and follow the instruction given in the response.
This will help us to tax you correctly.

- I have a P45 from a previous employer and have enclosed it with this form
Response – complete the Starter Statement below and submit your P45 for payroll processing
- I will have a P45 from a previous employer and will send it on when I receive it
Response - complete the Starter Statement below. Send the P45 for payroll processing when you receive it
- I do not have a P45
Response - complete the Starter Statement below
- I am a student working ONLY in the holidays (Summer, Xmas, Easter)
Response - complete the Starter Statement below
- I am a student working during term time and holidays
Response - complete the Starter Statement below

Starter Statement

Your present circumstances. Please read all the following statements (A, B and C) and enter 'X' in the **ONE** box that applies to you.

- A** - This is my first job since 6th April last and I HAVE NOT been receiving taxable Jobseekers Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.
- B** - This is now my only job, but since 6th April last I HAVE had another job, or have received taxable Jobseekers Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension.
- C** - I have another job or receive a state or occupational pension.

Please also consider the following statement

If this applies to you then enter 'X' in the box

- D** - Student Loans (advanced in the UK). If you left a course of UK Higher Education before last 6th April and received your first UK Student Loan instalment on or after 1st September 1998 and you have not fully repaid your Student Loan enter 'X' in the box. Do not enter 'X' if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.

I confirm the information I have placed an 'X' against above is correct.

Name (Printed)			
Signed		Date	
Working For			

PAYP1034 iss1 12/2012