

PP Use only	Council		SU Ref		STD / MGD / Other
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## PA/Carer Starter Form ALL Account Types

**Please ensure all boxes are completed.** Failure to do so will result in the form being returned and a delay in processing/calculating payments due.

**DOWNLOAD your FREE COPY of the Information Booklet for PA's on our website  
www.pay-partners.co.uk**

### Part 1 Employers Details

Employer's Full Name	
Employer Address 1	
Employer Address 2	
Employer Town/City	
Employer Post Code	
Employer Telephone Number (for queries)	

### Employer Statement & Declaration

**This is a new employee because (please tick)**

New Account	Addition to my staff	Replacement for a leaver	Holiday/Sick Cover

If "Addition to my staff", have you secured funding for this via your Social Worker? Are you now splitting hours across your PA's?	Answer
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If "Replacement for a leaver", who left?	Answer
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I the Employer authorise PayPartners to add the above person to my payroll and make payment to them in accordance with hours notified by me

Signed EMPLOYER		Date	
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### Part 2

### New Employee Details

Title	Gender		Marital Status
Forename	1 <sup>st</sup> Forename	2 <sup>nd</sup> Forename	
Known as			
Surname			
Address 1			
Address 2			
City		Post Code	

Date of Birth	
E-mail Address	
START DATE	

Bank Account Number			
Account Holders Name			
Bank Sort Code			
Bank Name		Bank Branch	
This is my own Bank Account	Someone else's Bank Account? If Yes, please state whose account		
Yes / No	Yes / No		

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### STARTER DECLARATION (submit a P45 if you have one!)

Please read all the following statements (A, B and C) and TICK the **ONE** that applies to you. Do not tick more than one. If you are unsure which statement to tick, do not tick any and we will place you on the emergency tax code 0T.

Statement Letter	Statement	Tick if this applies to you
A	This is my first job since 6 <sup>th</sup> April last and I HAVE NOT been receiving taxable Jobseekers Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.	
B	This is now my only job, but since 6 <sup>th</sup> 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	As well as my new job, I have another job or receive a State or Occupational pension.	

<b>Do you have a Student Loan Plan described below which is not fully repaid?</b>			<b>Are you paying your Student Loan directly to the Student Loans Company by agreed monthly payments?</b>
Yes / No			Yes / No
<b>What type of Student Loan do you have?* Please circle.</b>			<b>Did you complete or leave your studies before April 6?</b>
Plan 1	Plan 2	Plan 4	Yes / No

\*You will have a Plan 1 Student Loan if you lived in Northern Ireland when you started your course or you lived in England or Wales and started your course before September 2012. 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. You will have a Plan 4 Student Loan if you lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.

<b>Do you have a Postgraduate Loan described below which is not fully repaid?</b>		<b>Are you paying your Postgraduate Loan directly to the Student Loans Company by agreed monthly payments?</b>
Yes / No		Yes / No
<b>Did you complete or leave your studies before April 6?</b>		<b>Blank for Future Use</b>
Yes / No		Blank for Future Use

\*You will have a Postgraduate Loan if you lived in England and started your Postgraduate Masters course on or after 1<sup>st</sup> August 2016 or you lived in Wales and started your Postgraduate Masters course on or after 1<sup>st</sup> August 2017 or you lived in England and Wales and started your Postgraduate Doctoral course on or after 1<sup>st</sup> August 2018.

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National Insurance Number								Do you have the right to work in the UK?			
Telephone Numbers		Landline						Mobile			
How did you become aware of this position? For example, 'Word of Mouth', Advertisement, Recruitment Agency, Job site etc?						I became aware of the position through:					
Are you related to the employer?			Yes / No		If Yes, how?			Answer			
Do you perform the same kind of work for any other employer?						Answer					

### Part 3

#### Hours to be worked & pay rates

Total Weekly Hours	Pay Rate
	£

OR

Day	MON	TUE	WED	THU	FRI	SAT	SUN
Hours							
Pay Rate	£	£	£	£	£	£	£

Employee Signature		Date	
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Data Protection Statement - The information you provide on this form will be used for the purposes of calculating payroll and pensions data. In providing this service to your employer, you consent to your personal data being included on a computerised database and consent to PayPartners sharing your personal details to the Local Authority that supervises your employer. We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways permitted or required by law.