

SME Client Employee New Starter Form

Employer Name							
Employee Start Date		Usual Working Hours Per Week			Full Time/Part Time		
Tick Usual Working Days	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Gross Pay per annum		Hourly Rate		Car Allowance?		Other Regular Payments?	
£		£		£		£	
Job Title				Division?		Department?	

Title		Surname					
Forename				Other Forenames			
Address 1							
Address 2							
Address 3							
City				Post Code			
E-Mail Address							
Date of Birth		Gender Identity			Marital Status		
		Male / Female / Other					
NI Number				Do you have the right to work in the UK?			
Bank Name				Bank Branch Name			
Sort Code		Account Number			Account Holder Name		

CONTINUED

SME Client Employee New Starter Form

Joining Auto Enrolment Pension Scheme? (subject to AE qualifying conditions and any employer postponement)			
Scheme Name			
Joining % Rate (min 5% EE, 3% ER April 19)			
EE %		ER %	

Joining OTHER existing employer Pension Scheme?			
Scheme Name			
Joining % Rate (min 5% EE, 3% ER April 19)			
EE %		ER %	

These employee details are submitted via the employer to PayPartners Ltd as part of the payroll process. These details will be used for the purposes of payroll and any legal compliance associated for processing. 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.

PayPartners Ltd, Lancastrian Office Centre, Talbot Road, Stretford, M32 0FP
 Tel 0161 667 3650 E-mail payroll@pay-partners.co.uk www.pay-partners.co.uk



SME Client Employee New Starter Form

Starter Checklist

Please read all the following statements (A, B and C) and TICK the **ONE** box that applies to you. Do not tick more than one box. If you are unsure which box to tick, do not tick any box and we will place you on the emergency tax code 0T. **In addition to this starter statement, if you have a P45 from your previous employer please forward this to your new employer/PayPartners.**

Statement Letter	Statement	Applies to you?
A	This is my first job since 6 th 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 th 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.	

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

*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 1st September 2012. You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1st September 2012 or your loan is a Part Time Maintenance Loan or your loan is an Advanced Learner Loan or your loan is a Postgraduate Healthcare Loan.

Do you have a Postgraduate Loan described below which is not fully repaid?		Are you repaying your Postgraduate Loan directly to the Student Loans Company by agreed monthly payments?
Yes / No		Yes / No
Did you complete or leave your Postgraduate studies before April 6?		(Blank for future use)
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 1st August 2016 or you lived in Wales and started your Postgraduate Masters course on or after 1st August 2017 or you lived in England and Wales and started your Postgraduate Doctoral course on or after 1st August 2018.