**Employee Information – Required for all new Employee’s**

|  |
| --- |
| **Employer’s Name & Address** |
| [ ] Mr [ ] Mrs [ ] Ms [ ] Miss [ ]  DrFirst Name/s       Surname:      Address:     Email Address:       Telephone:      ***An email address must be provided for the Payroll Service to administrate wages and pension auto-enrolment on an employer’s behalf*** |
| **EMPLOYEE/PA SECTION – PLEASE COMPLETE ALL BOXES** |
| **Employee/PA Name & Address** |
| Employee’s Name & Address[ ] Mr [ ] Mrs [ ] Ms [ ] Miss [ ]  DrFirst Name/s       Surname:      Address:     Email Address:       \* ***Payslips are sent electronically*** |
| National Insurance No:       Gender [ ] Male [ ] Female |
| Tax Code (if known):       Date of Birth:       |
| Did your Employee give you a P45 [ ]  Yes [ ]  NoIf ‘NO’ is the person working for someone else [ ] Yes |
| **Contract Details** | [ ]  Fixed Set Hours      hours per week       shifts per week)[ ]  No-Fixed Hours (zero hrs contract)[ ]  Lived in Care (based on daily an average hrs agreement)       hours per week |
| **Payment Arrangements** |
| 4 Weekly [ ]  Monthly [ ]  |
| **Employee Rates of Pay** | **Employee’s Start Date** | **Weekly Live-In Rate (£)** |
|       |       |
| **Weekday Rate (£)** | **Weekend Rate (£)** | **Bank Holiday Rate (£)** |
|       |       |       |
| **Shift Hrly Rate (£)** | **Number of Hrs per Shift** | **Amount per Shift (£)** |
|       |       |       |

**EMPLOYEE INFORMATION – REQUIRED FOR ALL NEW EMPLOYEE’S**

**Employee Statement**

**You need to tick only ONE of the following statements A, B or C**

[ ]  **A** This is my first job since last 6 April and I have not been receiving Jobseeker’s Allowance, Employment and Support Allowance, Incapacity Benefit. *Do not choose this statement if you are in receipt of a State Pension or Works Pension or Private Pension.*

[ ]  **B** Since 6 April I have had another job but I do not have a P45, and/or I have received Jobseeker’s Allowance, Employment and Support Allowance or Incapacity Benefit. *Do not choose this statement if you are in receipt of a State Pension or Works Pension or Private Pension.*

[ ]  **C** I have another job and/or receive a State Pension or Works Pension or Private Pension.

**Student Loans**

**You need to tell us any of the following statements apply to you:**

* You do not have any Student or Postgraduate Loans
* You are still studying full-time on a course that your Student Loan relates to
* You completed or left your full times course after the start of the current tax year, which started on 6 April
* You are already making regular direct debit repayments from your bank, as agreed with the Student Loans Company

[ ] No (if No, please go to the question 1)

[ ] Yes (If Yes, go straight to the Declaration)

1. To avoid repaying more than you need to, tick the correct Student Loans that You have – use the guidance on the below to help you.

[ ]  Plan 1

[ ]  Plan 2

[ ]  Plan 4

[ ]  Postgraduate Loan (England and Wales only)

***Types of Student Loan***

***You have Plan 1 if any of the following apply:***

* *You lived in Northern Ireland when you started your course*
* *You lived in England or Wales and started your course before 1 September 2012*

***You have a Plan 2 if:***

* *You lived in England or Wales and started your course on or after 1 September 2012*

***You have a Plan 4 if:***

* *You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.*

***You have a Postgraduate Loan if any of the following apply:***

* *You lived in England and started your Postgraduate Master’s course on or after 1 August 2016*
* *You lived in Wales and started your Postgraduate Master’s course on or after 1 August 2017*
* *You lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018*

More information for employees about the type of loan you have, go to [www.gov.uk/sign-in-to-manage-your-student-loan-balance](http://www.gov.uk/sign-in-to-manage-your-student-loan-balance).

For more guidance for employers go to [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

**Declaration:**

I confirm that the information I have given on this form is correct.

|  |  |
| --- | --- |
| Employee’s SignatureFull Name       | Date      |

**Please Return to:**

Connection Support

**Payroll Support Service**

Challenge House, Sherwood Drive

Bletchley, Milton Keynes

MK3 6DP