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

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s Name & Address** | | | |
| Mr Mrs Ms Miss  Dr  First 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  Dr  First 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  No  If ‘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 Signature  Full Name | Date |

**Please Return to:**

Connection Support

**Payroll Support Service**

Challenge House, Sherwood Drive

Bletchley, Milton Keynes

MK3 6DP