

Employee's personal details

1 Last name

2 First names
Do not enter initials or shortened names for example, Jim for James or Liz for Elizabeth

3 What is your sex?
As shown on your birth certificate or gender recognition certificate

Male Female

4 Date of birth DD MM YYYY

5 Home address

Postcode
Country

6 National Insurance number (if known)

7 Employment start date DD MM YYYY

Employee statement

These questions will help you to choose the statement that matches your circumstances. The statement you choose helps your employer to apply the correct tax code.

8 Do you have another job?
Yes Put an 'X' in the statement C box below
No Go to question 9

9 Do you receive payments from a State, workplace or private pension?
Yes Put an 'X' in the statement C box
No below Go to question 10

10 Since 6 April have you received payments from:
• another job which has ended
or any of the following taxable benefits
• Jobseeker's Allowance (JSA)
• Employment and Support Allowance (ESA)
• Incapacity Benefit
Yes Put an 'X' in the statement B box below

No Put an 'X' in the statement A box below
For more information about tax codes, go to www.gov.uk/tax-codes

<p align="center">Statement A</p> <p align="center"><input type="checkbox"/></p> <p align="center">Current personal allowance</p>	<p align="center">Statement B</p> <p align="center"><input type="checkbox"/></p> <p align="center">Current personal allowance on a Week 1/Month 1 basis</p>	<p align="center">Statement C</p> <p align="center"><input type="checkbox"/></p> <p align="center">Tax Code BR</p>
<p>Key This is my first job since 6 April and since the 6 April I have not received payments from any of the following:</p> <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	<p>Key Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following:</p> <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	<p>Key I have another job and/or I am in receipt of a State, workplace or private pension.</p>
<p>Key Jobseeker's Allowance (JSA) is an unemployment benefit which can be claimed while looking for work. Employment and Support Allowance (ESA) is a benefit which can be claimed if you have a disability or health condition that affects how much you can work. Incapacity Benefit is help if you could not work because of an illness or disability before 31 January 2011. State Pension is a pension paid when you reach State Pension age. Workplace pension is a pension which was arranged by your employer and is being paid to you. Private pension is a pension arranged by you and is being paid to you. Please note that no other Government or HMRC paid benefits need to be considered when completing this form.</p>		

Student loans

- 11 Do you have a student or postgraduate loan?**
- Yes Go to question 12
- No Go straight to the Declaration

- 12 Do any of the following statements apply:**
- you're still studying on a course that your student loan relates to
 - you completed or left your course after the start of the current tax year, which started on 6 April
 - you've already repaid your loan in full
 - you're paying the Student Loans Company by Direct Debit from your bank to manage your end of loan repayments

- Yes Go straight to the Declaration
- No Go to question 13

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To avoid repaying more than you need to, tick The correct student loan or loans that you have – use the guidance on the right to help you.
Please tick all that apply

- Plan 1
- Plan 2
- Plan 4
- Postgraduate loan (England and Wales only)

Employees, for more information about the type of loan you have or to check your balance, go to www.gov.uk/sign-in-to-manage-your-student-loan-balance

Employers, for guidance on student loans and which plan or loan type to use if your employee has selected more than one, go to www.gov.uk/guidance/special-rules-for-student-loans

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 Plan 2 if:

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

You have 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

Declaration

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

Full name Use capital letters

Signature

Date DD MM YYYY