

NEW EMPLOYEE INFORMATION

Surname

Forenames

Home
Address

Postcode

D.O.B
DD/MM/YYYYSex Male Female
As shown on your birth certificate or gender recognition certificate

NI Number

Start Date
DD/MM/YYYY

Basic Salary

Standard
Hours

Online Payslip (if you wish to receive payslip electronically)

Email Address

This must be typed not handwritten

Pay Method

Sort Code

Account No.

B/Soc. Ref

Account
Holder

Cost Code Dept.

Date Started
DD/MM/YYYY**Starter Declaration**

(To be completed for all new employees)

A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

B - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance, 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.

Student Loan

Do you have a Student or Postgraduate Loan which is not fully repaid? **If Yes please answer the questions below otherwise move to the next section**

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

- 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're paying the Student Loans Company by Direct Debit from your bank to manage your end of loan repayments

Plan 1 - I lived in Scotland or Northern Island when I started my course, or I lived in England or Wales and started my course before 1 September 2012.

Plan 2 - I lived in England or Wales and started my course on or after 1 September 2012.

Plan 4 - You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.

Declaration

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

Full name
use capital letters

Signature

Date
DD/MM/YYYY

Payroll by Simply. Unit 15 |Runwell Hall Farm | Hoe Lane
Rettendon Common | Essex | CM3 8DQ. 01245 379939

Payroll by Simply Ltd is registered in England and Wales number 14135960. Registered office:
15 Runwell Hall, Hoe Lane, Rettendon, Essex. CM3 8DQ