New starter checklist for Payroll

# Personal details

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 1. **Last name**
 |  |  |
|  |  |  |
| 1. **First name(s)**

Do not enter initials or shortened names |  |  |
|  |  |  |
| 1. **Are you male or female?**
 |  | [ ]  Male [ ] Female |
|  |  |  |
| 1. **Date of birth**

**e.g DD/MM/YYYY** |  |  |
|  |  |  |
| 1. **Home address**
 |  |  |
|  |  |  |
| 1. **National Insurance number if known**
 |  |  |
|  |  |  |
| 1. **Employment Start Date DD/MM/YYYY**
 |  |  |
|  |  |  |
| 1. **Employee number**
 |  |  |

# UK Bank Details

|  |  |
| --- | --- |
| **Bank name** |  |
|  |  |
| **Account holder name** |  |
|  |  |
| **Account number** |  |  |  |  |  |  |  |  |  | Sort code |  |  | - |  |  | - |  |  |
|  |  |
| **Building society roll number (if applicable**) |  |

# Employee Statement

1. **Choose the statement that applies to you, either A, B or C, and tick the appropriate box.**

|  |  |  |
| --- | --- | --- |
| **Statement A** | **Statement B** | **Statement C** |
| Do not choose this statement if you’re in receipt of a State, Works or Private Pension.Choose this statement if the following applies.This is my first job since 6 April and since the 6 April I’ve not received payments from any of the following:• Jobseeker’s Allowance • Employment and Support Allowance • Incapacity Benefit | Do not choose this statement if you’re in receipt of a State, Works or Private Pension. Choose this statement if the following applies. 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: • Jobseeker’s Allowance • Employment and Support Allowance • Incapacity Benefit | Choose this statement if: • you have another job and/or • you’re in receipt of a State, Works or Private Pension |
| **Statement A applies to me** [ ]  | **Statement B applies to me** [ ]  | **Statement C applies to me** [ ]  |

# Student Loan

|  |
| --- |
| **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 orafter 1 September 2012. |
| **You have a Plan 4 if:**You lived in Scotland and applied through theStudents 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 |

1. **Tell us if any of the following statements apply to you:**
* you do not have any Student or Postgraduate Loans
* you’re still studying full-time on a course that your Student Loan relates to
* you completed or left your full-time course after the start of the current tax year, which started on 6 April
* you’re already making regular direct debit repayments from your bank, as agreed with the Student Loans Company

If No, tick this box and go to question 11 [ ]

If Yes, tick this box and 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 above 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, 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)

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

# Student Loan Declaration

I declare this information to be a true statement to the best of my knowledge and belief and that I consider I am medically able to undertake this work. I understand that failure to disclose relevant information which has a bearing on my fitness to do this job may result in disciplinary action or withdrawal of the offer of work:

|  |  |  |
| --- | --- | --- |
| Signature |  |  |
|  |  |  |
| Print Name |  |  |
|  |  |  |
| Date |  |  |

Please return this form to the Payroll department at: casualpay@soton.ac.uk

 The information you give will remain confidential and will be handled in accordance with General Data Protection Regulation (GDPR) (EU) 2016/679.