

Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. **Do not send this form to HMRC.**

Employee's personal details

Last name or family name

First name(s)

Are you male or female? Male Female

Date of birth *eg dd mm yyyy*

Home address

Address line 1

Address line 2

Address line 3

Address line 4

Postcode
(if your address is in the UK)

National Insurance number

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 taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State Pension 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 or taxable Incapacity Benefit. I do not receive a State Pension or Occupational Pension.

C - As well as my new job. I have another job or receive a State Pension or Occupational Pension.

Have you left a course of UK higher education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and not fully repaid your Student Loan? Yes No

Are you repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account? Yes No