

ESSENTIAL INFORMATION YOU MUST PROVIDE MAAP FOR EACH NEW EMPLOYEE

The HMRC's RTI payroll requires completion of all the information marked with an asterisk (*)

Employer * [Text box]

New Employee without a P45

Please complete the following information and send it to MAAP so we can prepare a record for the new employee in our payroll software. If the new employee does not complete and sign this form (or equivalent) then we are required to apply the "OT M1/W1" tax code.

First Name(s) * [Text box] Please enter all first names

Last Name * [Text box]

Sex * Male [] Female [] Please enter an "X"

Date of Birth * [Day][Month][Year]

NI Number * [L][L][N][N][N][N][N][N][L]

Start Date * [Day][Month][Year]

Residential Address * Street [Text box], Town [Text box], Post code [Text box]

Please indicate which of the following statements (A, B or C) the Employee has stated applies *:

Statement A [] 1150L This is my first job since 6th April of this year and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pensions.

Statement B [] 1150L M1/W1 This is now my only job, but since 6th April of this year 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.

Statement C [] BR As well as my new job, I have another job or receive a State or Occupational Pension.

No statement [] OT M1/W1 This applies if the new employee has not put an 'X' any of the above statement boxes.

STUDENT LOAN INFORMATION - MANDATORY *

Q1. Do you have a Student Loan which is not fully repaid?

Yes [] If yes, go to question 2
No [] If no, answer question 4

Q2. Are you repaying your Student loan direct to the Student Loans Company by agreed monthly payments

Yes [] If yes, answer question 4
No [] If no, answer question 3

Q3. What type of Student Loan do you have?

Plan 1 [] You will have a Plan 1 Student loan if you lived in Scotland or N.Ireland when you started your course, or you lived in England and Wales and started your course before September 2012.
Plan 2 [] You will have a Plan 2 Student loan if you lived in England and Wales and started your course on or after 1st September 2012.

Q4. Did you finish your studies before the last 6th April?

Yes [] If yes, answer question 4
No [] If no, answer question 3

Please enter the date the Starter Form was signed by the new employee and keep a copy of the form

Employee * [Text box]

Employee's Signature

Date signed * [Day][Month][Year]

Please enter details of the terms of the employment contract

Remuneration * [Text box] Rate per hour or Annual salary

Working Days * [S][M][T][W][T][F][S] [] or [Text box] Normal pattern of working Other working pattern arrangement

Contracted Hours * [S][M][T][W][T][F][S] [] Total Hrs [] Irregular Hrs [] Nil Hrs Contract [] Insert normal hours worked each day