MAAP Accountancy Services Ltd
Sigma House
44 Willow Way
Christchurch
BH23 1LA

Tel: 01202 482121 email: payroll@maap.co.uk

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 *

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 "0T M1/W1" tax code.

First Name(s) * Please enter all first names

Last Name *

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 *

Town *

Post code *

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

Statement A "x" 1185L — 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 "x" 1185L 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 "x" BR — As well as my new job, I have another job or receive a State or Occupational Pension.

No statement "x" 0T 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 * Employee's Signature

Date signed* Day Month Year

Please enter details of the terms of the employment contract

Remuneration* £rate per hour or Annual salary

Working Days* S M T W T F S "x" Normal pattern of working *or* Other working pattern arrangement

Contracted Hours* S M T W T F S Insert normal hours worked each day — Total Hrs *or* Irregular Hrs "x" *or* Nil Hrs Contract "x"