MAAP Accountancy Services Ltd
Sigma House
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Christchurch
BH23 1LA

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

ESSENTIAL INFORMATION YOU MUST PROVIDE MAAP FOR EACH NEW EMPLOYEE

Please provide all the information marked with an asterisk (*) is provided for each new starter.

Employer *

New Employee providing P45

Please retain the copy of the P45 with your employer's records

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 Although not required to make a submission, it really should be provided.

Start Date * Day Month Year 2 0 1 3

Residential Address *

Street *

Town *

Post code *

P45 Details

Gross Pay * **Tax Paid** *

Tax Code * "X" M1 "X" W1

Last Pay Period * "X" Month "X" Week

Previous Employer *

Tax District *

Employer Ref *

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 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" *or* Other working pattern arrangement

Normal pattern of working

Contracted Hours* S M T W T F S Total Hrs *or* Irregular Hrs "x" *or* Nil Hrs Contract "x"

Insert normal hours worked each day