



Employee Statement

HMRC require that the statement below is completed by all new employees in an organisation. The information below should be completed even if you have submitted a P45 from a previous employer. Completion of this form helps Bield get your tax code correct at the earliest opportunity.

If you have enclosed a P45 from a previous employer or have done so previously tick here:

New Starter Declaration (to be completed by all new employees)

Which of the following statements applies to you?

A - This is my first job since 6 April this year 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 my only job but, since last 6 April, I have had another job or have received taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit

C - As well as my new job, I have another job or receive a State or occupational pension

Student Loan

Do you have a Student Loan or postgraduate loan which is not fully repaid? Yes No

If yes, did you finish your studies before the last 6 April? Yes No

If you have a loan, are you repaying the Student loan direct to the Student Loans Company by agreed monthly payments? Yes No

If you have a loan, what type of loan do you have? Plan 1 Plan 2
Plan 4 Postgraduate

Student Loan Plans

You will have a **Plan 1** Student Loan if:

- You lived in Northern Ireland when you started your course, or;
- You live in England or Wales and started your course before 1 September 2012

You will have a **Plan 2** Student Loan if you live in England or Wales and started your course on or after 1 September 2012

You will have a **Plan 4** Student loan if you lived in Scotland and applied via Student Award Agency Scotland (SAAS) when you started your course.

Signature:..... **Name (block capitals):**.....

NI Number:..... **Date:**.....

Data Protection Act

The information which you provide by completing this form will be used by Bield Housing & Care for the processing of your salary by the Department of Financial Services.