



# NEW EMPLOYEE STARTER FORM

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Please check that you complete and supply the relevant information required, failure to complete correctly we will return the form back to you. Please send all the details together, as this could delay your payment.  
Please complete in BLOCK CAPITALS

<b>EMPLOYER NAME</b>												
<b>Employee Personal Details</b>												
Title	Surname					Forename(s)						
Home Address												
											Post Code	
Home Telephone									Mobile Phone			
Date of Birth			National Insurance Number					Male		Female		
Email Address												
<b>Banking Details &amp; ID Requirements</b>												
<b>BANKING ID REQUEST</b>		For APS to make salary payments, you are obliged to show proof of your bank account. A copy of your bank statement (without the transactions) is required with this form. We are unable to pay you without this evidence. <b>The statement must show your name and address and the bank details.</b>										
<b>PASSPORT WORKING IN UK LEGISLATION</b>		Please send a colour copy of your passport photo page, this must be sent as part of the employer requirement under working in the UK Laws. If you do not have a passport then a copy of your birth certificate is required along with an official letter from a government agency.										
<b>Employment &amp; Salary Details</b>												
Job Description				Rate of Pay		£		Contracted Hours			Per Week	
Start Date		Contracted Days			Mon		Tues	Wed	Thurs	Fri	Sat	Sun
P45 Sent	Yes	No	Payment Frequency			Weekly		Fortnightly		4 Weekly		Monthly
<b>Employee Statement</b>												
<b>You need to select only ONE of the following statements A, B, or C</b>												
<b>Statement A</b> – [ ] This is my first job since 6 <sup>th</sup> April and since the 6 <sup>th</sup> April I have not received payment from any of the following Jobseekers Allowance, Employment and Support Allowance or Incapacity Benefit.												
<b>Statement B</b> – [ ] Since 6 <sup>th</sup> April I have had another job, but I do not have a P45. And/or since the 6 <sup>th</sup> April I have received payments from any of the following: - Jobseeker's Allowance, Employment and Support Allowance or Incapacity Benefit.												
<b>Statement C</b> – [ ] Choose this statement if you have another job and/or in receipt of a State, Works or Private Pension.												
<b>Student &amp; Postgraduate Loan</b>												
<b>Student Loans</b>						<b>Types of Student Loans</b>						
<p>Q1 - Tell us if any of the following statements apply to you:</p> <p>*you do not have any Student or Postgraduate Loans</p> <p>*you are still studying full-time on a course that your Student Loan relates to</p> <p>*you completed or left your full-time course after the start of the current tax year, which started on 6<sup>th</sup> April.</p> <p>*you are already making regular direct debit repayments from your bank, as agreed with the Student Loans Company.</p> <p>If NO, tick this box [ ] and go to Q2</p> <p>If YES, tick this box [ ] and go straight to the Declaration.</p> <p>Q2 To Avoid repaying more than you need to, tick the correct Student Loan that you have – use the guidance on the right to help you.</p> <p>Plan 1 [ ] Plan 2 [ ] Plan 4 [ ] Postgraduate Loan [ ]</p> <p>Employees, for more information about the type of loan you have, go to <a href="http://www.gov.uk/sign-in-to-manage-your-student-loan-balance">www.gov.uk/sign-in-to-manage-your-student-loan-balance</a></p> <p>Employers, for guidance go to <a href="http://www.gov.uk/guidance/special-rules-for-student-loans">www.gov.uk/guidance/special-rules-for-student-loans</a></p>						<p><b>You have Plan 1 if any of the following apply:</b></p> <ul style="list-style-type: none"> <li>• you lived in Northern Ireland when you started your course</li> <li>• you lived in England or Wales and started your course before 1 September 2012</li> </ul> <p><b>You have a Plan 2 if:</b></p> <p>You lived in England or Wales and started your course on or after 1 September 2012.</p> <p><b>You have a Plan 4 if:</b></p> <p>You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.</p> <p><b>You have a Postgraduate Loan if any of the following apply:</b></p> <ul style="list-style-type: none"> <li>• you lived in England and started your Postgraduate Master's course on or after 1 August 2016</li> <li>• you lived in Wales and started your Postgraduate Master's course on or after 1 August 2017</li> <li>• you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018</li> </ul>						
<b>APS Use Only</b>						<b>Declaration</b>						
Date Received			Processed by			<b>I confirm that the information I have given on this form is correct &amp; agree that this information will be shared with HMRC, Pension Companies &amp; other relevant third parties so I can receive my salary payment.</b>						
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New Starter Form v6												

Have you completed all the relevant parts of this form; it will be returned if you have failed to do so?