



Starter Checklist

Employee's personal details

Employee statement

Which of the following statements applies to you

A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

B - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.

○ 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 which is not fully repaid?

 \bigcirc Plan 1 \bigcirc Plan 2 \bigcirc No

You will have a Plan 1 Student Loan if:

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

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

Si	a	n

Date
