

# New Starter Form

To be completed by the employer and submitted along with the HMRC new starter checklist.  
This information is vital to get the new starter payroll profile set up and running.

1) Limited company name

2) New employee full name

3) New employee's email

4) Has your employee had previous employment in this tax year (since 6<sup>th</sup> April)?

Yes - If yes, please provide a copy of their P45

No

5) Question 5 is for employees on an **annual salary** only

Employees' annual salary

Employees' weekly hours

6) Question 6 is for employees on an **hourly rate of pay** only

Hourly rate of pay

7) Will there be commission/bonus in addition to monthly pay?

Yes

No

8) Pension - All employers must provide a workplace pension scheme for staff aged 22 years and older and earning £10,000 or more per year (Please tick one of the below)

Employee opting **in**

Employee opting **out**

Employee deferring decision for 3 months

Employee is not eligible for a pension scheme

**Please ensure you have also completed and signed the sperate HMRC new starter checklist**