Ashbourne College

Requirement for New Employees:

New employees at Ashbourne will need to provide the following information for the finance department:

- 1. **P45 Form:** If you have worked for a UK Employer prior to joining Ashbourne, you need to obtain this P45 Form from your previous employer. If you do not have a P45, please fill out a **P46 form** (See below).
- 2. Starter Checklist Form: See form below.
- 3. **Bank Details:** See form below Please include information about the bank account into which you would like to receive your monthly salary.

Please ensure the forms are filled in and returned to the Finance Department promptly.

	Personal Information			
Full Name:				
Last	First		Title	
E-mail Address:				
National Insurance Number:				
Bank Details				
Account Name:				
(as it appears in your chequebook):				
		A		
Bank Name:	Sort Code:	Account number:		
	For Finance			
Department:				
·				
Start Date:	Salary:			



Section one To be completed by the employee

Please complete section one and then hand the form back to your present employer. If you later receive a form P45 from your previous employer, hand it to your present employer. Use capital letters when completing this form.

Your details	
National Insurance number This is very important in getting your tax and benefits right	Date of birth DD MM YYYY
Title - enter MR, MRS, MISS, MS or other title	Address
	House or flat number
Surname or family name	
	Rest of address including house name or flat name
First or given name(s)	
	Postcode
Gender. Enter 'X' in the appropriate box	
Male Female	

Your present circumstances

Read all the following statements carefully and enter 'X' in **the one** box that 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
 or taxable Incapacity Benefit or a state or
 occupational pension.

OR

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

Student Loans (advanced in the UK)

If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D. (Do **not** enter 'X' in box D if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.)

Signature and date

I can confirm that this information is correct

Signature

Date DD MM YYYY

HMRC 04/10

Section two To be completed by the employer

File your employee's P46 online at www.hmrc.gov.uk

Use capital letters when completing this form. Guidance on how to fill it in, including what to do if your employee has not entered their National Insurance number on page 1, is at www.hmrc.gov.uk/employers/working_out.htm and in the E13 Employer Helpbook *Day-to-day payroll*.

Employee's details		
Date employment started DD MM YYYY	Works/payroll number and department or branch (if any)	
Job title		
Employer's details		
Employer PAYE reference	Address	
Office number Reference number	Building number	
Employer name	Rest of address	
	Postcode	
Tax code used If you do not know the tax code to use or the current National Insurance contributions (NICs) lower earnings limit, go to www.hmrc.gov.uk/employers/rates_and_limits.htm Enter 'X' in the appropriate box		
Box A	Tax code used	
Emergency code on a cumulative basis	If Week 1 or	
Box B Emergency code on a non-cumulative Week 1/Month 1 basis	Month 1 applies, enter 'X' in this box	
Box C Code BR		

Send this form to your HM Revenue & Customs office on the first pay day.

If the employee has entered 'X' in box A or box B, on page 1, and their earnings are below the NICs lower earnings limit, **do not send the form until their earnings reach the NICs lower earnings limit**.



Employee's personal details

Last name or family name		
First name(s)		
Are you male or female?	O Male O Female	
Date of birth <i>eg dd mm yyyy</i>		
Home address		
Address line 1		
Address line 2		
Address line 3		
Address line 4		
Postcode (if your address is in the UK)		
National Insurance number		
Employment start date eg dd mm yyyy		
Employee stateme	nt	
You need to select only one of the following statements A, B or C.	 This is my first job since last 6 April and I have not been receiving axable Jobseeker's Allowance, Employment and Support Allowance, axable Incapacity Benefit, State or Occupational Pension. This is now my only job but since last 6 April I have had another ob, or received taxable Jobseeker's Allowance, Employment and upport Allowance or taxable Incapacity Benefit. I do not receive a tate or Occupational Pension. As well as my new job, I have another job or receive a State or occupational Pension. 	
of UK higher education before Student Loan instalment on or	your Student Loan direct to the	
Please print your name or sign	here after you have printed the form.	
Full name		
Date eg dd mm yyyy		