POLICIES FOR ASSOCIATES STARTER CHECKLIST



Employee's personal details

1 Last name	5 Home address	
2 First names		
Do not enter initials or shortened names such as Jim forJames or Liz for Elizabeth	Postcode	
	Country	
	6 National Insurance number if known	
³ Are you male or female?		
Male Female		
	7 Employment start date DD MM YYYY	
4 Date of birth DD MM YYYY		

Employee statement

8 Choose the statement that applies to you, either A, B or C, and tick the appropriate box.

Statement A	Statement B	Statement C
Do not choose this statement if you're in receipt of a State, Works or Private Pension.	Do not choose this statement if you're in receipt of a State, Works or Private Pension.	Choose this statement if: • you have another job and/or • you're in receipt of a State,
Choose this statement if the following applies.	Choose this statement if the following applies.	Works or Private Pension
This is my first job since 6 April and since the 6 April I've not received payments from any of the following:	Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of	
 Jobseeker's Allowance Employment and Support Allowance Incapacity Benefit 	 the following: Jobseeker's Allowance Employment and Support Allowance Incapacity Benefit 	
Statement A applies to me	Statement B applies to me	Statement C applies to me

POLICIES FOR ASSOCIATES STARTER CHECKLIST



Student loans

9	 Tell us if any of the following statements apply to you: you do not have any Student or Postgraduate Loans you're still studying full-time on a course that your Student Loan relates to 		Types of Student Loan	
			 You have Plan 1 if any of the following apply: you lived in Northern Ireland when you started your course you lived in England or Wales and started your course before 1 September 2012 	
	 you completed or left your full-time course after the start of the current tax year, which started on 6 April 		You have a Plan 2 if: You lived in England or Wales and started your course on or after 1 September 2012.	
	 you're already making regular direct debit repayments from your bank, as agreed with the Student Loans Company 		You have a Plan 4 if: You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.	
	If No, tick this box and go to question		You have a Postgraduate Loan if any of the	
	10 If Yes, tick this box and go straight		 following apply: you lived in England and started your Postgraduate Master's course on or after 1 	
	to,the Declaration		August 2016	
10	To avoid repaying more than you need to, the correct Student Loans that you have - us guidance on the right to help you.		 you lived in Wales and started your Postgraduate Master's course on or after 1 August 2017 you lived in England or Wales and started your Destarted up to Destarted source on or after 1 August 	
	Please tick all that apply		Postgraduate Doctoral course on or after 1 August 2018	
	Plan 1			
	Plan 2			
	Plan 4			
	Postgraduate Loan (England and Wales only)			
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Employees, for more information about the type of loan you have, go

to www.gov.uk/sign-in-to-manage-your-student-loan-balance

Declaration

I confirm that the information I've given on this form is correct.

Signature

Full name

Date DD MM YYYY

