

Employee's personal detailsLast name or family name First name(s) Are you male or female? Male FemaleDate of birth *eg dd mm yyyy*

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 Payroll ID or works number
(if you have one) **Employee statement**You need to select only **one** of the following statements **A**, **B** or **C**.

- 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.

Do you have a Student Loan which is not fully repaid and all of the following apply:

- You left a course of UK higher education before last 6 April.
- You received your first Student Loan instalment on or after 1 September 1998. No Yes

Signed: _____

Date: _____

IMPORTANT NOTE:
You must tick box A, B or C. If no box is ticked you will pay 20% of all you earnings in tax.

**Employee's personal details**

Last name or family name	<input type="text" value="SMITH"/>
First name(s)	<input type="text" value="ANNA"/>
Are you male or female?	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth eg dd mm yyyy	<input type="text" value="01"/> <input type="text" value="05"/> <input type="text" value="19"/> <input type="text" value="72"/>
Home address	
Address line 1	<input type="text" value="1 TEST STREET"/>
Address line 2	<input type="text" value="TESTVILLE"/>
Address line 3	<input type="text" value="TESTINGTON"/>
Address line 4	<input type="text"/>
Postcode (if your address is in the UK)	<input type="text" value="TS155T"/>
National Insurance number	<input type="text" value="JA"/> <input type="text" value="12"/> <input type="text" value="56"/> <input type="text" value="28"/> <input type="text" value="C"/>
Employment start date eg dd mm yyyy	<input type="text" value="05"/> <input type="text" value="11"/> <input type="text" value="20"/> <input type="text" value="11"/>
Payroll ID or works number (if you have one)	<input type="text"/>

Employee statement

You need to select only one of the following statements A, B or C.

- 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.

Do you have a Student Loan which is not fully repaid and all of the following apply:

- You left a course of UK higher education before last 6 April.
 - You received your first Student Loan instalment on or after 1 September 1998.
- No Yes

IMPORTANT NOTE:

You must tick box A, B or C. If no box is ticked you will pay 20% of all you earnings in tax.

Carers should have a P45, if not they need to fill this in. This should be completed by your chosen Carer if they do not have a P45 form, and handed back to you.

Your Carer should fill in their National Insurance Number (they can find this on a pay slip, or any letter from HM Revenue & Customs), their name, date of birth and address details. After completing tick options A B or C and the student loan question, they should sign and date at the bottom of the form where indicated.

PLEASE NOTE: The following pages are copies of the forms on these two pages and must be completed for all additional Carers that you have chosen to employ.

If you have more Carers and need additional forms you can download them from www.paypacket.co.uk or call us FREE on 0800 848 8998 and we can send some to you.

IMPORTANT NOTE:

You must tick box A, B or C. If no box is ticked you will pay 20% of all you earnings in tax.