



## Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous 3 tax years. Do not send this form to HM Revenue and Customs (HMRC).

## Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. Do not send this form to HMRC.

It's important that you choose the correct statement. If you do not choose the correct statement you may pay too much or too little tax. For help filling in this form watch our short youtube video, go to [www.youtube.com/hmrcgovuk](http://www.youtube.com/hmrcgovuk)

## Employee's personal details

<p><b>1</b> Last name</p> <div>JEROME</div> <p><b>2</b> First names</p> <p>Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth</p> <div>VIVEK</div> <p><b>3</b> Are you male or female?</p> <p>Male <input checked="" type="checkbox"/> Female <input type="checkbox"/></p> <p><b>4</b> Date of birth DD MM YYYY</p> <div>09 01 1993</div>	<p><b>5</b> Home address</p> <div>50-52 BELL ROAD</div> <div>HOUNSLOW</div> <div>Postcode TW3 3PB</div> <div>Country UK</div> <p><b>6</b> National Insurance number if known</p> <div>RZ 25 85 66 C</div> <p><b>7</b> Employment start date DD MM YYYY</p> <div>12 11 2024</div>
--	--

## 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
<p>Do not choose this statement if you're in receipt of a State, Works or Private Pension.</p> <p>Choose this statement if the following applies.</p> <p>This is my first job since 6 April and since the 6 April I've not received payments from any of the following:</p> <ul style="list-style-type: none"><li>• Jobseeker's Allowance</li><li>• Employment and Support Allowance</li><li>• Incapacity Benefit</li></ul>	<p>Do not choose this statement if you're in receipt of a State, Works or Private Pension.</p> <p>Choose this statement if the following applies.</p> <p>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 the following:</p> <ul style="list-style-type: none"><li>• Jobseeker's Allowance</li><li>• Employment and Support Allowance</li><li>• Incapacity Benefit</li></ul>	<p>Choose this statement if:</p> <ul style="list-style-type: none"><li>• you have another job and/or</li><li>• you're in receipt of a State, Works or Private Pension</li></ul>
Statement A applies to me <input checked="" type="checkbox"/>	Statement B applies to me <input type="checkbox"/>	Statement C applies to me <input type="checkbox"/>

## 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
  - you completed or left your full-time course after the start of the current tax year, which started on 6 April
  - you're already making regular direct debit repayments from your bank, as agreed with the Student Loans Company

If No, tick this box and go to question 10 ☐

If Yes, tick this box and go straight to the Declaration ☐

- 10** To avoid repaying more than you need to, tick the correct Student Loans that you have - use the guidance on the right to help you.

Please tick all that apply

Plan 1 ☐

Plan 2 ☐

Plan 4 ☐

Postgraduate Loan (England and Wales only) ☐

### 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 have a Plan 2 if:**

You lived in England or Wales and started your course on or after 1 September 2012.

**You have a Plan 4 if:**

You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.

**You have a Postgraduate Loan if any of the following apply:**

- you lived in England and started your Postgraduate Master's course on or after 1 August 2016
- 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 Postgraduate Doctoral course on or after 1 August 2018


Employees, for more information about the type of loan you have, go to [www.gov.uk/sign-in-to-manage-your-student-loan-balance](http://www.gov.uk/sign-in-to-manage-your-student-loan-balance)

Employers, for guidance go to [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

## Declaration

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

Signature



Full name

JEROME VIVEK

Date DD MM YYYY

11 11 2024



# New Employee Form

**Employer**

**HONEYMOON EVENTS LTD**

**PAYE reference**

## Employee details

Surname

JEROME

Forenames

VIVEK

Address

50-52 BELL ROAD  
HOUNSLOW

Date of birth

09.01.1993

Male

☒

Female

☐

NI Number

RZ258566C

Telephone

Mobile

07553688142

Postcode

TW3 3PB

Email

Vivekshamjjj@gmail.com

## Contact Information (in case of emergency)

Name of person to contact

MR. VIGNESH ALAGAIAN

Relationship to you

FRIEND

Telephone

Mobile

07440112789

## Bank details

Bank name

LLOYDS

Account number

51736863

Sort code

77-77-53

Account name

MR. VIVEK JEROME

## Starter declaration

**Tick one of the following three statements:**

- ☒ 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.
- ☐ 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, taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- ☐ As well as my new job, I have another job or receive a State or Occupational Pension.

**Student Loans** I make the following repayments through payroll:

- ☐ Type 1 Student Loan ☐ PostGrad Loan
- ☐ Type 2 Student Loan ☐ Type 4 (Scotland) Student Loan

**P45:**

- ☐ I attach a copy of the P45 from my previous employer

Employment Start Date 12/11/2024

## Declaration

Signed



Date

11/11/2024





C2399370

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

JEROME

माता का नाम / Name of Mother

JOTHIMANI

पति या पत्नी का नाम / Name of Spouse

EVANGLINE SINDHU

पता / Address

7/156-9, SIVASAKTHI AMMAN NAGAR, OPPOSITE TO

PANCHAYAT OFFICE, KEERANATHAM, COIMBATORE

PIN: 641035, TAMIL NADU, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

P7044255 30/01/2017 COIMBATORE

फाइल नं. / File No.

CB1076879311524

T. S. Muth



4



**UK ENTRY CLEARANCE**

025072503

**Place of Issue Number of entries** UKVI 01  
**Type** MULT  
**Name** D - SKILLED WORKER MIGRANT JEROME VIVEK  
**Passport No.** C2399370

**Valid from** 01/11/24  
**Valid until /VZ Ifr** 30/01/25  
5843140

**Date of birth Nationality** 09/01/93 IND

**Cover** SKILLED WORKER CoS No CG5Y18634J  
No Public Funds

**IMMIGRATION OFFICER**  
\*(7833)  
10 NOV 2024  
HEATHROW

VDGBRJEROME<<VIVEK<<<<<<<<<<<<<<<<  
C2399370<5IND9301098M2501305<<<<<<

T. S. Murt

