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About this form

If you want to print a blank black and white copy of this form, select 'Print' from the 'File' menu at the top of the page.

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 three tax years. **Do not send this form to HM Revenue & 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 you can send it to your employer by email or you can print a copy and give it to them. **Do not send this form to HMRC.**

