

WELCOME TO THE OLD COURTS

Hello, we're delighted you've joined us at The Old Courts. Please complete your new starter pack form as soon as possible. If you have any queries please contact Shirley shirleyb@theoldcourts.com

Name:

Job Title:

Salary/Hourly Rate:

Location:

DOCUMENTS REQUIRED

Photocopy of ID

Evidence of Right To Work (If no NI Number)

HMRC Starter Checklist

Bank Details

Emergency Contact Details

The information provided here will be uploaded to your Bright HR profile and available to you, your Line Manager, and the Finance and HR Team.

HR ACTION REQUIRED

Please do not fill in this section.
This is for admin staff to complete.

Profile Set Up on Bright HR

Profile Added to Employee Audit Doc



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PROOF OF IDENTITY & RIGHT TO WORK

All potential new employees need to provide proof of ID and right to work BEFORE they can undertake any work for our organisation.

PROOF OF IDENTITY

(eg. valid photo ID such as a Passport, Driving Licence, National ID card, Residence card)

Proof of Identity checklist - GOV.UK (www.gov.uk)

PROOF OF RIGHT TO WORK

(National Insurance number, Biometric Immigration Document, time-limited statutory documentation from the Home Office)

Checking a job applicant's right to work - GOV.UK (www.gov.uk)

IMPORTANT:

The organisation needs to have sight of your original documents. It is not acceptable to provide photocopy evidence. The organisation will take a photocopy from your original.

If you cannot provide the required proof, please provide your SHARE CODE below. The organisation will need it to carry out an online Right to Work check.

Share Code:



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Starter checklist

Tell your employer of your circumstances so that you do not pay too much or too little tax

Do not send this form to HM Revenue and Customs (HMRC)

Instructions for employer

Use this starter checklist to gather information about your new employee if they do not have a P45. You can also use this form if they have a student loan (whether or not they have a P45). Use the information to help fill in your first Full Payment Submission (FPS) for this employee. If you have already submitted your first FPS, keep using the tax code in that FPS until HMRC sends you a new tax code. If the employee gives you their P45 after the first FPS submission, use the tax code shown in parts 2 and 3 of the P45. You must keep the information recorded on the starter checklist for the current and next 3 tax years. This form is for your use only.

Instructions for employee

Fill in this form if you do not have a P45 (a document you get from your employer when you stop working for them). You should also fill in this form if you have a student loan (whether or not you've a P45). Give the completed form to your employer as soon as possible. They need this information to tell HMRC about you and help them to use the right tax code. Make sure you answer the questions correctly. If you do not, you may pay the wrong amount of tax or student loan deductions.

Employee's personal details

<div><div>1</div><div>Last name</div><div><input type="text"/></div></div> <div><div>2</div><div>First names</div><div>Do not enter initials or shortened names for example, Jim for James or Liz for Elizabeth</div><div><input type="text"/> <input type="text"/></div></div> <div><div>3</div><div>What is your sex?</div><div>As shown on your birth certificate or gender recognition certificate</div><div>Male <input type="checkbox"/> Female <input type="checkbox"/></div></div> <div><div>4</div><div>Date of birth DD MM YYYY</div><div><input type="text"/><input type="text"/> <input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/><input type="text"/></div></div>	<div><div>5</div><div>Home address</div><div><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> Country <input type="text"/></div></div> <div><div>6</div><div>National Insurance number (if known)</div><div><input type="text"/><input type="text"/> <input type="text"/><input type="text"/> <input type="text"/><input type="text"/> <input type="text"/><input type="text"/> <input type="text"/><input type="text"/></div></div> <div><div>7</div><div>Employment start date DD MM YYYY</div><div><input type="text"/><input type="text"/> <input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div></div>
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Employee statement

These questions will help you to choose the statement that matches your circumstances. The statement you choose helps your employer to apply the correct tax code.

8 Do you have another job?

Yes ☐ Put an 'X' in the statement C box below

No ☐ Go to question 9

9 Do you receive payments from a State, workplace or private pension?

Yes ☐ Put an 'X' in the statement C box below

No ☐ Go to question 10

10 Since 6 April have you received payments from:

- another job which has ended or any of the following taxable benefits
- Jobseeker's Allowance (JSA)
- Employment and Support Allowance (ESA)
- Incapacity Benefit

Yes ☐ Put an 'X' in the statement B box below

No ☐ Put an 'X' in the statement A box below

For more information about tax codes, go to www.gov.uk/tax-codes

Statement A <input type="checkbox"/> Current personal allowance	Statement B <input type="checkbox"/> Current personal allowance on a Week 1/Month 1 basis	Statement C <input type="checkbox"/> Tax Code BR
Key This is my first job since 6 April and since the 6 April I have not received payments from any of the following: <ul style="list-style-type: none">• Jobseeker's Allowance• Employment and Support Allowance• Incapacity Benefit	Key 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: <ul style="list-style-type: none">• Jobseeker's Allowance• Employment and Support Allowance• Incapacity Benefit	Key I have another job and/or I am in receipt of a State, workplace or private pension.
Key Jobseeker's Allowance (JSA) is an unemployment benefit which can be claimed while looking for work. Employment and Support Allowance (ESA) is a benefit which can be claimed if you have a disability or health condition that affects how much you can work. Incapacity Benefit is help if you could not work because of an illness or disability before 31 January 2011. State Pension is a pension paid when you reach State Pension age. Workplace pension is a pension which was arranged by your employer and is being paid to you. Private pension is a pension arranged by you and is being paid to you. Please note that no other Government or HMRC paid benefits need to be considered when completing this form.		

Student loans

11 Do you have a student or postgraduate loan?

Yes ☐ Go to question 12

No ☐ Go straight to the Declaration

12 Do any of the following statements apply:

- you're still studying on a course that your student loan relates to
- you completed or left your course after the start of the current tax year, which started on 6 April
- you've already repaid your loan in full
- you're paying the Student Loans Company by Direct Debit from your bank to manage your end of loan repayments

Yes ☐ Go straight to the Declaration

No ☐ Go to question 13

13 To avoid repaying more than you need to, tick the correct student loan or 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) ☐

Employees, for more information about the type of loan you have or to check your balance, go to www.gov.uk/sign-in-to-manage-your-student-loan-balance

Employers, for guidance on student loans and which plan or loan type to use if your employee has selected more than one, go to www.gov.uk/guidance/special-rules-for-student-loans

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 Plan 2 if:

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

You have 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

Declaration

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

Full name Use capital letters

Signature

Date DD MM YYYY

Give this form to your employer

Your employer will use the information to make sure you pay the right amount of tax.

Do not send this form to HMRC.

Employer guidance

For information on how to work out your new employee's tax code, go to www.gov.uk/new-employee-tax-code

Use Statement A, B or C that your employee has chosen in the employee statement section and apply the tax code below:

- Statement A – use the current personal allowance
- Statement B – use the current personal allowance on a 'week 1/month 1' basis
- Statement C – use tax code BR

THE OLD COURTS PAYROLL

BANK DETAILS

Full Name:

Name on Account:

Name of Bank:

Banking Address:

ACCOUNT DETAILS

Full Name:

Account Number:

Sort Code:

Email Address:

***Your email address is required for you to receive your payslip digitally.**

Please note: If your bank details change, please inform payroll immediately.



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EMERGENCY CONTACT FORM

EMPLOYEE CONTACT DETAILS

Name:	
Date of Birth:	Contact Number:
Address:	

EMERGENCY CONTACT DETAILS

Name:	Relation:
Contact Number:	Email:

Name:	Relation:
Contact Number:	Email:

MEDICAL INFORMATION

Please provide details of any allergies:
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Please provide details of any medical conditions we should know about:
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Please provide any other important medical information:



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