

ESSENTIAL INFORMATION YOU MUST PROVIDE MAAP FOR EACH NEW EMPLOYEE

The HMRC's new online RTI payroll reporting system will reject the whole submission unless all the information marked with an **asterisk (*)** is provided

Employer *

New Employee without a P45

Please complete the following information and send it to MAAP so we can process and advise the HMRC before the first pay day. If the information below is not provided you are obliged to use a "OT M1/W1" tax code which will result in a higher tax charge.

First Name(s) * Please enter all first names

Last Name *

Sex * Male Female Please enter an "X"

Date of Birth *
Day Month Year

NI Number
Although not required to make a submission, it really should be provided.

Start Date *
Day Month Year

Residential Address *
Line 1 *

Town *
Post code *

Please indicate which of the following statements (A, B or C) the Employee has stated applies *:

- Statement A "x"
1060L This is my first job since 6th April 2015 and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pensions.
- Statement B "x"
1060L M1/W1 This is now my only job, but since 6th April 2014 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.
- Statement C "x"
BR As well as my new job, I have another job or receive a State or Occupational Pension.
- No statement "x"
OT M1/W1 This applies if the new employee has not indicated any of the statements applies.

STUDENT LOAN INFORMATION - MANDATORY *

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 1st September 1998

Yes Please enter an "X" if the answer is "Yes"

Please enter the date the Starter Form was signed by the new employee and keep a copy of the form *

Employee *
Employee's Signature

Date signed *
Day Month Year

Please enter details of the terms of the employment contract: You must complete this part for SSP purposes *

Remuneration *
Erate per hour or Annual salary?

Working Days * S M T W T F S Normal pattern of working: Enter "x" State other working pattern arrangement agreed

Contracted Hours * S M T W T F S Insert normal hours worked each day Total Hrs or Irregular Hrs "x" or Nil Hours Contract "x"