



**TO BE FORWARDED TO FINANCE OFFICE IN HOVE BY 10<sup>TH</sup> OF THE MONTH OF JOINING**

## **NEW STARTER FORM / TRANSFER TO DIOCESAN PAYROLL FORM**

### **Employee Details**

<b>Surname:</b>	
<b>First Name(s):</b>	
<b>Title:</b>	
<b>Date of Birth:</b>	
<b>Male or Female</b>	
<b>National Insurance No:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Bank Name:</b>	
<b>Sort Code:</b>	
<b>Account Name:</b>	
<b>Account Number:</b>	
<b>Are you registered disabled? Y/N</b>	
<b>If Yes - Registered Disabled No:</b>	
<b>Are you a UK/Swiss/EU national?</b> <small>Y/N, if No please provide work visa details below</small>	
<b>Passport Number: *</b>	
<b>Work Visa Number &amp; Dates: **</b>	

<b>Other ID Type: ***</b>	
<b>Other ID Number:</b>	
<b>Next of Kin Name:</b>	
<b>Contact Number or Email:</b>	
<b>Relationship to you:</b>	

**Key:** - It is a legal requirement that we check your ID to see if you are allowed to work in this country: \* Please attach a copy of your passport counter signed by your line manager to confirm that it is your passport: \*\* If you are NOT a UK, Swiss or EU national you MUST also provide us with a copy of a CURRENT work visa, expired or soon to expire work visas are not acceptable: \*\*\* If you have no passport please attach a copy of the other ID you wish to use (eg national ID card, driving licence, birth certificate) – again please ensure that it is counter-signed by your line manager

## Employment Details

<b>Start Date:</b>	
<b>Annual Salary:</b>	
<b>Job Title:</b>	
<b>Parish/Agency Name &amp; Location:</b>	
<b>Line Manager:</b>	
<b>Is this job permanent or temporary?</b>	
<b>If temporary please give end date:</b>	
<b>Is this job full or part time?</b>	
<b>Hours of Work:</b>	
<b>Work Pattern (eg 9am to 2pm Monday to Wednesday):</b>	
<b>Do you already work elsewhere within the Diocese? Y/N:</b>	
<b>If Yes, please give Payroll Number:</b>	
<b>Do you have a contract of employment Y/N:</b>	
<b>If Yes, please attach a copy:</b>	
<b>Do you have a P45 with a leaver date after 05/04 in the current year? Y/N:</b>	
<b>If Yes – please enclose:</b> Please note that you MUST also complete the P46 at the end of this form	
<b>Is there any other information relevant to this employment (eg private pension contributions, salary sacrifice, car allowance)?</b>	

## **Form P46**

**You must complete the P46 below even if you are providing a P45.**

FAILURE TO COMPLETE THIS WILL RESULT IN BOX C BEING PRESUMED.

### YOUR PRESENT CIRCUMSTANCES

Please read all the following statements carefully and enter 'X' in **the one** box that applies to you.

**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 Pension or Occupational pension.

OR

**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.

OR

**C** – As well as my new job, I have another job or receive a State Pension or Occupational Pension. If you are receiving a pension, please provide an NI exemption form.

## Student Loans

1.	Do you have a Student Loan Y/N:	
2.	If Yes, please give Student Loan Number:	
3.	Do you have a student loan which is not fully repaid? If yes, go to question 4 If no, go to question 6	Yes <input type="checkbox"/>  No <input type="checkbox"/>
4.	Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly Payments? If yes, go to question 6 If no, go to question 5	Yes <input type="checkbox"/>  No <input type="checkbox"/>

### ***Student Loans Plus***

***You will have a Plan 1 Student Loan if:***

- ***You lived in Scotland or Northern Ireland when you started your course, or***
- ***You lived in England or Wales and started your course before September 2012.***

***You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1<sup>st</sup> September 2012.***

5.	What type of Student Loan do you have?	Plan 1 <input type="checkbox"/>  Plan 2 <input type="checkbox"/>
6.	Did you finish your studies before the last 6 April?	Yes <input type="checkbox"/>  No <input type="checkbox"/>

***For further guidance about repaying Student Loans go to***  
[www.gov.uk/new-employee/student-loans](http://www.gov.uk/new-employee/student-loans)

**Employee Signature**

I confirm that the information I have provided is accurate:

**Signed:** ..... **Date:** .....

**Name in Full:** .....

**Employer Signature**

I authorise payroll to set up this employee on the payroll and pay them, as detailed above.

**Signed:** ..... **Date:** .....

**Name in Full:** .....

**Contact Details in Case of Query**

**Telephone:** .....

**Email:** .....