

Company Name	
Job Title Dept	

Title (Delete as appropriate)	Mr / Mrs / Miss / Other	Marital Status
Surname		
All Forenames		

Home Address	
Post Code	

Start Date	
DoB	
N.I. No.	

Please note if not known then please complete a request form online with HMRC(form CA5403)

Email	
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Standard Hrs/Wk		Salary (Delete as appropriate)	£ Per Annum / Month / Week / Hour
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Work Pattern
MTWTF / other

Bank / Building Soc.	
Branch Address	
Account Name	
Account Number	
Sort Code	

EMPLOYEE STATEMENT

YOU NEED TO SELECT ONLY ONE OF THE FOLLOWING STATEMENTS A, B OR C

- A** - This is my first job since last 6 April and I have not been receiving taxable Jobseekers Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B** – This is now my only job but since last 6 April I have had another job, or received taxable Jobseekers Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C** – As well as my new job, I have another job or receive a State or Occupational Pension.

Cont..

Student Loans

For more guidance about repaying go to www.gov.uk/repaying-your-student-loan

1. Do you have a Student Loan which is not fully repaid? <input type="checkbox"/> Yes (If yes, go to 2) <input type="checkbox"/> No (If no, go to 5)	2. Did you complete or leave your studies before 6th April? <input type="checkbox"/> Yes (If yes, go to 3) <input type="checkbox"/> No (If no, go to 5)
3. Are you repaying your Student Loan directly to the Student Loans Company by direct debit? <input type="checkbox"/> Yes (If yes, go to 5) <input type="checkbox"/> No (If no, go to 4)	4. What type of Student Loan do you have? <input type="checkbox"/> Plan 1 <input type="checkbox"/> Plan 2 <input type="checkbox"/> Plan 3

Student Loan Plans

You'll have a Plan 1 Student Loan if:

- you lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)
- you lived in England or Wales and started your undergraduate course before 1 September 2012

You'll have a Plan 2 Student Loan if:

- you lived in England or Wales and started your undergraduate course on or after 1 September 2012
- your loan is a Part Time Maintenance Loan
- your loan is an Advanced Learner Loan
- your loan is a Postgraduate Healthcare Loan

Postgraduate Loans

For more guidance about funding and repaying go to www.gov.uk/funding-for-postgraduate-study

For more guidance for employers go to www.gov.uk/guidance/special-rules-for-student-loans

5. Do you have a Post Graduate Loan which is not fully repaid? <input type="checkbox"/> Yes (If yes, go to 2) <input type="checkbox"/> No (If no, go to Declaration)	
You'll have a Postgraduate Loan if <ul style="list-style-type: none">• 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	
6. Did you complete or leave your Postgraduate studies before 6th April? <input type="checkbox"/> Yes (If yes, go to 3) <input type="checkbox"/> No (If no, go to Declaration)	7. Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit? <input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

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

Employee Signature _____

Date _____

Employer Signature _____

Date _____