



UK EMPLOYERS • CHECKED 4 OCTOBER 2026

New starter form

The details an employer needs from a new starter, on one page. **Send it with the offer**, so it is back before day one.

ABOUT YOU

Full name (as on your passport or ID)

Known as

Date of birth

Gender (HMRC asks for this)

Start date

Home address

Postcode

Phone

Email

TAX AND PAY

National Insurance number

Your P45 from your last job

☐ Attached ☐ I have no P45

Bank or building society

Name on the account

Sort code

Account number

No P45? Please also fill in HMRC's starter checklist: gov.uk/guidance/starter-checklist-for-payee

IN AN EMERGENCY, CONTACT

Name

Relationship to you

Phone

YOUR RIGHT TO WORK IN THE UK

We check this for every new starter, in the same way, before day one. Please bring one of these:

- ☐ your original passport, or another document from the Home Office's list of accepted documents
- ☐ a share code from gov.uk/prove-right-to-work
Share code: _____

Anything we can put in place? If adjustments for a disability or a health condition would help you do your job, tell us in whichever way suits you. It does not have to go on this form.

The details above are correct, and I will tell you if they change.

Signed

Date

FOR THE EMPLOYER

Your side of it

BEFORE THEY START

- ☐ Right to work check done, and a dated copy kept
Checked on _____
Checked by _____
- ☐ Privacy notice given with this form
- ☐ Written statement of employment particulars given, on or before day one

BY THE FIRST PAYDAY

- ☐ P45 or HMRC starter checklist received
- ☐ Added to payroll and reported to HMRC

WITHIN SIX WEEKS

- ☐ Pension: enrolled if eligible, and a letter sent

Keep it safe

One folder per person, open only to the people who need it.

Right to work copies: their employment plus two years.
Payroll records: three years after the tax year ends.

Send us your what-ifs.

First hire? [First Hire Ready](https://whatifhr.co.uk/post/legal-documents-new-employees-uk) sets up the contract, the written statement and the core policies at a fixed fee.

Every new starter step, in date order:

whatifhr.co.uk/post/legal-documents-new-employees-uk

How we use this: to pay you, to meet our legal duties as your employer and to reach someone in an emergency. Our privacy notice has the detail.