Providing Employee information

You need to provide information from your employee so we can set them up with the correct tax code and starter declaration on our payroll software.

You'll usually get most of this information from the employee's P45, but they'll have to fill in a 'starter checklist' (which replaced the P46 form) if they do not have a recent P45.

You'll need your employee's:

- Date of birth
- Gender
- Full address
- Start date
- Rate of Pay

From your employee's P45, you'll need their:

- Full name
- Leaving date from their last job
- Total pay and tax paid to date for the current tax year
- Student loan deduction status
- National Insurance number
- Existing tax code

We are required to keep this information with your payroll records for the current year and the 3 following tax years.

Student loan repayments

We will make student loan deductions on your behalf if any of the following apply:

- Your new employee's P45 shows that deductions should continue.
- Your new employee tells you they're repaying a student loan, for example on a starter checklist.
- HM Revenue and Customs (HMRC) sends you form SL1 and your employee earns over the income threshold for their repayment plan.

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