



Check what information to give your new employer

Starter checklist

[Save and print the starter checklist](#)

▼ [How to save your starter checklist](#)

Select 'Save the starter checklist'.

If you are using an Apple device, select:

- the Share button (a square with an arrow pointing upwards)
- 'Save to Files' and save the document to your chosen folder

If you are using any other device:

- change the Print option to 'Save as PDF' from drop down list
- select 'Save' and save the document to your chosen folder

If these steps do not work for you, check how to save or download documents in the user manual for your device.

Personal details

Full name

Ciaran Nii
Josiah
Reindorf

Date of birth

11/11/2003

Sex

Male

National Insurance number

PJ623727D

Home address

53 Wolsey
Grove HA8

OPN

Employment and student loans

Employment start date

8/9/2025

Employee statement

A
This is my first
job since 6
April and since
the 6 April I've
not received
payments from
Jobseeker's
Allowance,
Employment
and Support
Allowance or
Incapacity
Benefit.

Tax code

1257L

Student or postgraduate loan

No payroll
deductions due

Declaration

I accept that the information I have given is correct.

Sign here:**Date:**

28 September
2025

What you should do now

1. [Save and print the starter checklist.](#)

2. Sign the declaration.
3. Give the starter checklist to your employer.

Instructions for employers

Use the information to help fill in your first Full Payment Submission (FPS) for this employee.

HMRC use this information to set up tax records for employees. It is important the details you give are correct and consistent.

Where possible, you should check the employee details you collect from an official document, such as their birth certificate or passport.

Some official documents show:

- their last name or family name first
- dates in the format MM DD YYYY rather than DD MM YYYY

You must tell HMRC of any changes to the information given.

For guidance on student loans and which plan or loan type to use if your employee has selected more than one, search 'student loan and postgraduate loan repayment guidance for employers' on www.gov.uk.

You must keep the information recorded on the starter checklist for the current and next 3 tax years.

This information is for your use only. Do not send to HMRC.