

Check what information to give your new employer

Starter checklist

[Save 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

Last name

Vanlint

First name

Brittney

Date of birth

24/5/2002

Sex

Female

National Insurance number

SC41 5562C

Home address

146 Godman road

Employment and student loans**Employment start date**

2/6/2025

Employee statement

C

I have another job
and, or I am in
receipt of a state,
works or private
pension.

Tax code

BR

Student or postgraduate loan

Yes

Plan types

Plan 2

Declaration

I accept that the information I have given is correct.

Sign here:

Brittney Vanlint

Date:

26 June 2025

What you should do now

1. [Save the starter checklist.](#)
2. Send 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, [check student loan and postgraduate loan repayment guidance for employers \(opens in new tab\)](https://www.gov.uk/guidance/special-rules-for-student-loans) (<https://www.gov.uk/guidance/special-rules-for-student-loans>).

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.

