

[Employee Full Name]

[Employee Address Line 1]

[Employee Address Line 2]

[Postcode]

National Insurance Number: [NI Number]

Date of Birth: [DD/MM/YYYY]

[Date]

To: Payroll Department / HMRC Compliance

Subject: Payroll Compliance and Tax Code Declaration

I am writing to provide the necessary information to ensure payroll compliance and the application of the correct tax code for my employment with [Company Name].

Please select the statement that applies to my current situation (mark with an 'X'):

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

Student Loan / Postgraduate Loan Overseas:

- Do you have a Student Loan which is not yet fully repaid? [Yes / No]
- Do you have a Postgraduate Loan which is not yet fully repaid? [Yes / No]
- Are you repaying your Student Loan or Postgraduate Loan directly to the Student Loans Company by agreed monthly payments? [Yes / No]

Declaration:

I confirm that the information I have provided on this form is, to the best of my knowledge and belief, correct and complete. I understand that any false information may lead to the incorrect deduction of tax and potential penalties from HMRC.

Signature: _____

Full Name: [Print Name]