

EMPLOYEE DETAIL FORM

EMPLOYER:

Title: _____ First Name: _____ Surname: _____

Date of Birth: _____

Address (Including Postcode): _____

Email: _____

N.I. Number:

Account Holders Name : _____

Sort Code : (must be 6 digits)

Account Number : (must be 8 digits)

Employee Statement

You need to select only one of the following statements A, B or C.

One statement **will** apply to your circumstances. If in doubt; please re-read the statements carefully.

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

Student Loan

For more guidance about repaying go to www.gov.uk/repaying-your-student-loan

1 Do you have one of the Student Loan Plans described below which is not fully repaid?

Yes If yes, go to question 2

No If no, go to question 5

2 Did you complete or leave your studies before 6th April?

Yes If yes, go to question 3

No If no, go to question 5

3 Are you repaying your Student Loan directly to the Student Loans Company by direct debit?

Yes If yes, go to question 5

No If no, go to question 4

4 What type of Student Loan do you have?

Plan 1 Plan 2 Both

Student Loan

Plans You'll have a Plan 1 Student Loan if:

- you lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)
- you lived in England or Wales and started your undergraduate course before 1 September 2012 You'll have a Plan 2 Student Loan if:

- you lived in England or Wales and started your undergraduate course on or after 1 September 2012
- your loan is a Part Time Maintenance Loan
- your loan is an Advanced Learner Loan
- your loan is a Postgraduate Healthcare Loan

Declaration

I confirm that the information I've given on this form is correct.

Signature

Postgraduate Loan

For more guidance about funding and repaying go to www.gov.uk/funding-for-postgraduate-study For more guidance for employers go to www.gov.uk/guidance/special-rules-for-student-loans

5 Do you have a Postgraduate Loan which is not fully repaid?

Yes If yes, go to question 6

No If no, go to the Declaration

You'll have a Postgraduate Loan if:

- you lived in England and started your Postgraduate Master's course on or after 1 August 2016
- you lived in Wales and started your Postgraduate Master's course on or after 1 August 2017
- you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018

6 Did you complete or leave your Postgraduate studies before 6th April?

Yes If yes, go to question 7

No If no, go to the Declaration

7 Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?

Yes

No

Go to the Declaration

Full Name

Date DD MM YYYY

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