



Lawson Clark

STARTING DECLARATION

Please completed this form and returned to Lawson Clark before your first assignment, as we will not be available to process your pay without it. The information you supply will be used to tell HMRC about you and to allocate the correct tax code, but will be kept separately from other details you supply on your application form, and will not be available to or used by anyone in any employment decision or selection process. If you have a P45 from your previous employer you should let us have that as well.

Last Name or Family Name

First Name(s)

Home Address

Postcode

Email Address - Please Print

Marital Status

Gender

Male

Female

Date of Birth

National Insurance Number

Please tick only one of the following statements A, B or C

A

This is my first job since last 6 April
AND

Since last 6 April, I have **not** received any of the following

- Taxable Jobseeker's Allowance
- Employment and Support Allowance
- Taxable Incapacity Benefit
- State Pension
- Occupational Pension

B

This is now my only job, BUT

Since last 6 April I have had another job
OR

I have receive any of the following:

- Taxable Jobseeker's Allowance
- Employment and Support Allowance
- Taxable Incapacity Benefit

But I do not receive any of the following

- State Pension
- Occupational Pension

C

As well as this new job, I have

EITHER

Another Job

OR

I receive any of the following

- State Pension
- Occupational Pension

Please answer YES or NO to Statement D

D

Do you have a Student Loan which is not fully repaid:

Yes

No

If Yes, did you receive your first Student Loan Payment before or after 1st September 2012:

Before

After

Signed

Please Print Your Name

Dated

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