

## HMRC New Starter Declaration

This declaration should be completed by all new elections staff that do not work for South Cambridgeshire District Council.

If you have previously supplied a declaration, you need only supply a new one if your circumstances have changed.

You should complete all sections of this form, then save the document and upload it in your MEA account. You should ensure you keep all MEA records up to date, including your bank account details.

If you need help, email [elections@scambs.gov.uk](mailto:elections@scambs.gov.uk).

**Full name:**

**Full address:**

**NI number:**

**DOB:**

**Mobile phone:**

**Email address:**

P46 (please complete the following if no P45)

Your present circumstances:

Please read the following statements carefully and tick the one that applies to you.

**A - this is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension.**

**OR**

**B - this is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or occupational pension.**

**OR**

**C - I have another job or receive a state or occupational pension.**

Student Loans

**If you left a course of higher education before last 6 April and received your first Student Loan instalment on or after 1 September 1998 and you have not fully repaid your student loan, tick box D. (If you are required to pay your Student Loan through your bank or building society account, do not tick box D).**

**Signed**

**Date**