



# Election Worker Details/Tax Form

To be completed by election worker. Please use BLOCK capitals

Full Name			<b>Emergency contact details</b> Name Best Contact Number(s) Email Address Home address, only needed if different Relationship to you
Title (Mr/Ms/Mrs/Miss)			
National Insurance No			
Address			
Postcode			
Contact number			
Gender (M/F)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Date of birth			
Email address			
Name & address of bank			
Name on Account			
Sort Code	- -	Account number	
Building Society Roll No.			

## Employee statement

These questions will help you to choose the statement that matches your circumstances. The statement you choose helps your employer to apply the correct tax code.

- |   |   |
|---|---|
| <p><b>1 Do you have another job?</b></p> <p>Yes <input type="checkbox"/> Put an 'X' in the statement C box below</p> <p>No <input type="checkbox"/> Go to question 2</p>  | <p><b>3 Since 6 April have you received payments from:</b></p> <ul style="list-style-type: none"> <li>• another job which has ended or any of the following taxable benefits</li> <li>• Jobseeker's Allowance (JSA)</li> <li>• Employment and Support Allowance (ESA)</li> <li>• Incapacity Benefit</li> </ul> <p>Yes <input type="checkbox"/> Put an 'X' in the statement B box below</p> <p>No <input type="checkbox"/> Put an 'X' in the statement A box below</p> |
| <p><b>2 Do you receive payments from a State, workplace or private pension?</b></p> <p>Yes <input type="checkbox"/> Put an 'X' in the statement C box below</p> <p>No <input type="checkbox"/> Go to question 3</p> |   |

For more information about tax codes, go to [www.gov.uk/tax-codes](http://www.gov.uk/tax-codes)

Statement A	Statement B	Statement C
Current personal allowance <input type="checkbox"/>	Current personal allowance on a Week 1/Month 1 basis <input type="checkbox"/>	Tax Code BR <input type="checkbox"/>
<b>Key</b> This is my first job since 6 April and since the 6 April I have not received payments from any of the following: <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<b>Key</b> Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following: <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<b>Key</b> I have another job and/or I am in receipt of a State, workplace or private pension.

## Key

Jobseeker's Allowance (JSA) is an unemployment benefit which can be claimed while looking for work.

Employment and Support Allowance (ESA) is a benefit which can be claimed if you have a disability or health condition that affects how much you can work.

Incapacity Benefit is help if you could not work because of an illness or disability before 31 January 2011.

State Pension is a pension paid when you reach State Pension age.

Workplace pension is a pension which was arranged by your employer and is being paid to you.

Private pension is a pension arranged by you and is being paid to you.

Please note that no other Government or HMRC paid benefits need to be considered when completing this form.

## Student Loans

### 4 Do you have a student or postgraduate loan?

Yes  Go to question 5

No  Go straight to the Declaration

### 5 Do any of the following statements apply:

- you're still studying on a course that your student loan relates to
- you completed or left your course after the start of the current tax year, which started on 6 April
- you've already repaid your loan in full
- you're paying the Student Loans Company by Direct Debit from your bank to manage your end of loan repayments

Yes  Go straight to the Declaration

No  Go to question 6

### 6 To avoid repaying more than you need to, tick the correct student loan or loans that you have - use the guidance on the right to help you.

Please tick all that apply

Plan 1

Plan 2

Plan 4

Postgraduate loan (England and Wales only)

Employees, for more information about the type of loan you have or to check your balance, go to

[www.gov.uk/sign-in-to-manage-your-student-loan-balance](http://www.gov.uk/sign-in-to-manage-your-student-loan-balance)

Employers, for guidance on student loans and which plan or loan type to use if your employee has selected more than one go to

[www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

#### You have Plan 1 if any of the following apply:

- you lived in Northern Ireland when you started your course
- you lived in England or Wales and started your course before 1 September 2012

#### You have Plan 2 if:

You lived in England or Wales and started your course on or after 1 September 2012.

#### You have Plan 4 if:

You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.

#### You have a postgraduate loan if any of the following apply:

- 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

## Declaration

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

**Full name** Use capital letters

**Signature**

Date          
DD MM YYYY

I also agree that my personal details are retained on the Payroll System at all times as I may return to election duties in the near future.

Please tick your preference to the below statements:

Yes, please keep my details on the system

No, please remove my details once I have completed my current election assignment

All information that you are asked to give will remain confidential and will not be published, but in case of an emergency, home/mobile numbers may be used.

Once completed please return this form via email to [humanresources@uttlesford.gov.uk](mailto:humanresources@uttlesford.gov.uk)