# PAYE New Starter Instructions

If you have a recent P45, give it to Guld Payroll. If you do not have one, or Payroll confirms you need a Starter Checklist, complete the current HMRC form before your first payday.

**Open the official HMRC Starter Checklist**

The GOV.UK page includes the online form and downloadable alternatives. Send the completed checklist or P45 securely to Guld Payroll using the instructions provided during onboarding.

Contact Guld Payroll if you receive a P45 after starting work or need help submitting your documents securely.