

PAYROLL REGISTRATION FORM

This form is used to collect compulsory details from all new employees. It needs to be fully completed and returned by the 5th of the month. Failure to meet this deadline can lead to delay in payment.

PLEASE USE CAPITALS

Name	<i>First or given name</i>	<i>Surname or Family name</i>
Date of Birth:		
Start Date:		
National Insurance No:		

Please complete Section 1 if you haven't received a P45 from your previous employer, or if it will not be available when you first start employment with the University. If you later receive your P45 please send it to the Payroll Office. Current employees changing bank details need only complete section 2.

Section 1 - P46 (substitute)

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

Statement A

This is my first job since last 6 April and **I have not** been receiving taxable Jobseeker's Allowance, Employment & Support Allowance or taxable Incapacity Benefit or a state or occupational pension
or

Statement B

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

Statement C

As well as my new job, I have another job or receive a state or occupational pension.

Student Loans

Do you still have a Student Loan which is not fully repaid and all of the following apply:

- You left a course of UK higher education before last 6 April
- You received your first Student Loan instalment on or after 01 September 1998

YES	NO
-----	----

If yes please indicate which plan type this is:

- **PLAN 1*** (for loans taken out prior to 01 Sept 2012) (*Default plan if unknown)
- **PLAN 2** (for loans taken out after the 01 Sept 2012)

Section 2 – first or new bank account details

Payroll No:

Bank/Building Society:									
Branch:									
Sort Code: (usually 6 digits)									
Account Number: (usually 8 digits)									
Building Society ref number									

Would you like your expenses paid into this account?

If NO please inform the Payments Office if they need to make any revision to the account data they hold for you

YES	NO
-----	----

I confirm the details shown above are correct

Signed: _____

Date: _____

Return to Payroll Office, 4.12 The Virgil Building, Manvers Street, Bath