**Payroll Information Requirements and Check List**

All new or restarting staff are asked to read and complete this 4 page form, and to return it signed to their employing manager or HR as required prior to any work being commenced. This form then will be passed to payroll alongside other relevant documentation to make payment. Please be aware of the HR and Payroll Cut off dates which are published on the LSBU website.

Due to legislative requirements if any of the details in the **Personal, Bank, Tax or NI details** sections are incomplete; **Payroll will not be able to process payment and the documentation will be returned for completion.**

**Personal Details**

Names must be as shown on your passport or other official Government documentation, initials or nicknames are not acceptable

Official Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Forename(s): ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: Male/Female

Passport Number (If employee from outside the UK): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: (DD/MM/YYYY)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**National Insurance Details**

HMRC no longer accept temporary numbers (e.g. TN123456M). If you don’t have a valid number, please provide evidence that you are in the process of applying for one (Application Booking Line – 0845 6000 643)

Record your NI Number here

**Bank Details**

Bank/Building Society Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Sort Code (6 digits):

Account Number (8 digits)

Building Society Roll Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account in the Name of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once we are in receipt of your bank details they will remain on your personal records. Should you leave the University and return to take up an appointment within a 6 month period following the end of the previous appointment we will continue to use these details unless we are advised otherwise.

 **Student Loan**

**Do you have a student loan which is not fully repaid?**

 **Yes Please continue to answer Student Loans questions below**

 **No No further action required in this section**

**Are you paying back your loan directly to the Student Loans Company?**

 **Yes No action needed through the payroll unless advised by the HMRC**

 **No Please answer further declaration questions below**

**What type of Student Loan do you have? Either Plan 1 or Plan 2**

**Plan 1**

**You left a course of UK Higher Education before last 6th April**

**You received your first student loan instalment on or after 1st September 1998**

 **Yes**

**Plan 2**

**You started your first year of higher education on or after 1st September 2012**

 **Yes**

**Did you finish your studies before last 6th April?**

 **Yes Plan 1 or 2 applies as per the information indicated above.**

 **No There is a loan but no action is required through the payroll until informed by the HMRC**

**Tax Details – University Lecturers are treated as Employees, this means that all payments will be subject to PAYE Tax and Class 1 National Insurance deductions without exception.**

I enclose a P45 from a Previous Employment ![C:\Users\Denise\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\HAE1UEIK\MC910217048[1].png]()

**If you cannot provide a P45 you must complete the employee statement on the following page. (you will be required to complete this even if you have also supplied a P45).**

**New Starter Questions**

You need only select one of the following statements A,B or C

**A** - This is my first job since last 6th April and I have not been receiving

Taxable Job seekers allowance, Employment and Support Allowance,

Taxable Incapacity Benefit, State or Occupational Pensions

**B** - This is now my only job but since last 6th April I have had another job

or received Taxable Job Seekers Allowance, Employment and Support

Allowance, Taxable Incapacity Benefit. I do not receive a State or

Occupational Pension

**C** – As well as my new job, I have another job or receive a State or

Occupational Pension

**Pension Schemes – All Employees**

Membership of the Teachers Pension Scheme (TPS) or Local Government Pension Scheme (LGPS) is automatic for all new or returning staff.

**Pension Details – Members of the TPS**

If you are already a member of the TPS, please provide your DFES Reference Number to enable the University to record your data correctly on Teachers Pensions records and Returns

You are also required to inform LSBU of any of the following **Teachers Pensions** arrangements:-

* I have retired under TP Ill health retirement rules - Tick if Yes
* I am employed in a full or part time capacity with another establishment that attracts TP contributions – Tick if Yes

 Full Time Part Time

*If you do not wish to join either scheme you should contact the Pension providers directly and as soon as possible, through their websites or by telephone. Please note that LSBU does not have FSA authorisation to provide financial advice. You should liaise directly with the pension provider and seek independent financial advice if necessary before making any important decisions about your pension.*

[**www.lpfa.org.uk**](http://www.lpfa.org.uk)

[**www.teacherspensions.co.uk**](http://www.teacherspensions.co.uk)

[**www.usshq.co.uk**](http://www.usshq.co.uk)

**Signature of Employee**

I declare that the information given by me on this form is complete and correct to the best of my knowledge.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data Protection Act 1998

The Data collected on this form will only be used for the purpose of

* Payroll processes within the University
* The BACS system as applicable
* HR records and reports

(webloaded/31MAR2016/TP)