



If you have previously been employed by The University within the last 6 months, and your personal and payment details have not changed you do not need to complete section 3.

Section 1 – Personal Details

Title:		Date of Birth	D	D	M	M	Y	Y
Last name:		Home Address:						
First Name(s): Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth								
		Post Code:						

Are you Male or Female?

☐ M ☐ FNational Insurance Number
(if known)

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Section 2 – Employment Details

Start Date:	D	D	M	M	Y	Y	Position Held:		
Department:							Please tick if you hold a UKBA Tier 2 Visa		

Section 3 – Payment Details

Incorrect details can delay payment, please write clearly.

Name of Bank:		Branch Name:		
Account Holder Name:				

UKBA rules require all payments made to Tier 2 Visa holders to be made to their own account.

Sort Code

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Account number

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Roll/Reference Number (if applicable) _____

Section 4 – Employee Statement

Have you attached a P45 with a leave date after last 6th April? (tick box)

☐ Y ☐ N**If No please tick one of the following options:**

- ☐ This is my first job since last 6th April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- ☐ This is now my only job but since last 6th April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension
- ☐ As well as my new job, I have another job or receive a state or occupational Pension

Notes

Failure to complete the legislation items may result in you paying higher tax
If you do not have a national insurance number and have not worked in the UK previously, please contact the Human Resources Recruitment Team who can assist with your application.

Section 5 – Student Loans

You will have a Plan 1 Student Loan if:

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

You will have a plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

A) Do you have a Student Loan which is not fully repaid?

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go to question B

☐

go to question D

C) What type of Student Loan do you have?

☐

Plan 1

☐

Plan 2

B) Are you repaying your student loan direct to the Student Loans Company by agreed monthly Payments?

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go to question D

☐

go to question C

D) Did you finish your studies before the last 6 April?

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Section 6 – Donate your Pennies

The University of Essex participates in a Donate your Pennies Charity scheme, This is where you donate the odd pennies from your Net pay (Maximum 99p) per pay period. This will then be distributed to the University's nominated charity. You can find out which charity The University of Essex is currently supporting by going to The University of Essex Website.

Please tick the box below if you would like to participate in the Donate your Pennies scheme.

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By ticking this box you are agreeing that you wish to participate in the Donate your Pennies scheme and hereby authorise The University of Essex as your agent to collect any odd penny balances (Maximum of 99p) each pay period, and to distribute such amounts to The University of Essex's nominated charity on your behalf.

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I give my consent for Gift Aid reclaim*

* Gift Aid - You can boost your donation by 25p for every £1 you donate by allowing Gift Aid to be reclaimed on your donation (This costs you nothing and is worth an additional 25% to charities). By ticking this box you confirm you are a UK Taxpayer and understand that if you pay less Income Tax and/or Capital Gains in the current tax year than the amount of Gift Aid claimed on all your donations it is your responsibility to pay any difference. By agreeing to the charities reclaiming Gift Aid on your donations you agree for Essex University to provide the charities with your name and address for this purpose.

This authorisation is effective from the date you submit this form and shall remain in force until cancelled in writing.

Signed:.....

Print:.....

Date:.....

Please ensure you communicate any changes to the above information to payroll to ensure all data held is accurate.

The University of Essex is registered under the terms of the Data Protection Act 1998 to enable it to hold and process personal data about its staff for employment purposes. The data collected is for the purpose of payroll and pensions and will be kept secure and will only be disclosed to people who need to know in accordance with the University's registration under the act.