



PAYROLL NEW STARTER FORM

| PERSONAL DETAILS | | | |
|---|------------------|-------------------------|--------|
| Surname: | Middle Name (s): | Forename (s): | Title: |
| Home address: | | Personal Email Address: | |
| Postcode: | | Date of Birth: | |
| National Insurance Number: | | | |
| Please state your legal gender: Male <input type="checkbox"/> Female <input type="checkbox"/> (This is for HMRC Purposes) | | | |
| Please tick this box if you would like to record your gender as non-binary for university purposes <input type="checkbox"/> (You can also record your title as Mx if you wish) | | | |

| EMPLOYMENT DETAILS | |
|--------------------|----------------|
| Start date: | Position held: |
| Department: | |

| PAYMENT DETAILS | |
|--|-----------------|
| Name of bank: | Branch name: |
| Account holder name: | |
| Sort code: | Account number: |
| Roll/Reference Number (If applicable): | |

| EMPLOYEE STATEMENT | | |
|--|---|---|
| Have you attached a P45 with a leave date after the last 6th April? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
| If you have answered No to the above, please tick one of the following options: | | |
| <input type="checkbox"/> This is my first job since last 6th April and I have not been receiving taxable Jobseekers Allowance, Employment and Support Allowance, taxable incapacity benefit, State or Occupational Pension | <input type="checkbox"/> 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 | <input type="checkbox"/> As well as my new job, I have another job or receive a state or occupational Pension |
| Note: Failure to complete the legislation items may result in you paying higher tax. | | |

STUDENT LOANS

You will have a Plan 1 Student Loan if:

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

■ You will have a Plan 4 Student Loan if:

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

You will have a Plan 5 Student Loan if:

- You lived in England or Wales and started your course before 1 August 2023

| | |
|---|---|
| A Do you have a student Loan which is not fully repaid? | <input type="checkbox"/> YES, Go to question 8 <input type="checkbox"/> NO Go to Donate your Pennies |
| B Are you repaying your student Loan direct to the Student Loans Company by agreed monthly payments? | <input type="checkbox"/> YES, Go to question D <input type="checkbox"/> No Go to question C |
| C What type of Student Loan do you have? | <input type="checkbox"/> Plan 1 <input type="checkbox"/> Plan 2 <input type="checkbox"/> Plan 4 <input type="checkbox"/> Plan 5 <input type="checkbox"/> Postgraduate Loan (England and Wales only) |
| D Did you finish your studies before the last 6 April? | <input type="checkbox"/> YES <input type="checkbox"/> No |

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.

- 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.

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 will cost 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.

Employee Signature:

Print Name:

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 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 will be kept secure and will only be disclosed to people who need to know in accordance with the University's registration act.