**NEW STAFF APPOINTMENT DETAILS**

On the date on which you commence employment please **sign, scan** and **email** this form to **salaries.office@qub.ac.uk** Failure to comply with these arrangements may result in a delay in the payment of your salary and other staff payments.

Please email [salaries.office@qub.ac.uk](mailto:salaries.office@qub.ac.uk) if you have any queries.

|  |  |  |
| --- | --- | --- |
| 1. **Full Name** (capital letters): | **..............................................................** | |
| 1. **Effective Date of Appointment:** | **..............................................................** | |
| 1. **Job Title:** | **..............................................................** | |
| 1. **School/Department:** | **..............................................................** | |
| 1. **Home Address:** | **..............................................................**  **..............................................................**  **Post Code: ...........................................** | |
| 1. **National Insurance No.\*:**   (and Certificate of Reduced Liability, if appropriate) |  |  |
| 1. **Income Tax Form P45 Attached:**   **\*P45s are only issued to individuals who have previously worked in the UK, NB; P60s cannot be used in place of a P45** | Yes  No |  |

8. **Date of Birth:** D D M M Y Y

9. **Details for payment of salary and other staff payments**:

|  |  |
| --- | --- |
| **UK Bank/Building Society Name:** | **..............................................................** |
| **Branch Name:** | **..............................................................** |
| **Sort Code:** | **..............................................................** |
| **Account Number:** | **..............................................................** |
| **Building Society Roll No.:**  (if applicable) | **..............................................................** |
| **Account Name:** | **..............................................................** |

I confirm that this information is correct.

Signature: Date:

**Please complete BOTH sections of the form and sign the declaration below**

**Section 1**

**Employee Statement**

**You need to select (tick) only one of the following statements A, B or C, if you do not have a P45 or the leaving date on your P45 is before last 6th April.**

|  |  |  |
| --- | --- | --- |
| **A** | This is my first job since last 6 April and I have not been receiving taxable Jobseeker’s Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State, Occupational or Private Pension. |  |
|  |  |  |
| **B** | This is now my only job but since last 6 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, Occupational or Private Pension. |  |
|  |  |  |
| **C** | As well as my new job, I have another job or receive a State, Occupational or Private Pension. |  |

**Section 2**

**Student Loan Declaration**

**Please read the following questions carefully and select (tick) the statement which applies to you.**

**Question 1:**

Have you left full-time education before the last 6th April?

Yes  (Go to Question 2) No  (Sign the declaration below)

**Question 2:**

Do you have a Student Loan or Postgraduate Loan which is not fully repaid?

Yes  (Go to Question 3) No  (Sign the declaration below)

**Question 3:**

Are you repaying your Student Loan direct to the Student Loan Company by agreed monthly payments?

Yes  (Sign the declaration below) No  (Go to Question 4)

**Question 4 – Student Loans:**

Please tick all that apply

|  |  |  |
| --- | --- | --- |
| Plan 1 |  | 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 1st September 2012 |
| Plan 2 |  | You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1st September 2012. |
| Plan 4 |  | 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 |
| Postgraduate  Loan |  | You have a Postgraduate Loan if any of the following apply:   * You lived in England and started your Postgraduate Master’s course on or after 1 August 2016 * You lived in Wales and started your Postgraduate Master’s course on or after 1 August 2017 * You lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018 |

I confirm that this information is correct.

Signature: Date: