**BANK AND SUPERANNUATION DETAILS**

|  |  |
| --- | --- |
| **DEPARTMENT** |  |
| **JOB TITLE** |  |
| **START DATE** |  |
| **TITLE** |  |
| **SURNAME** |  |
| **FORENAME** |  |
| **ADDRESS** |  |
| **POSTCODE** |  |
| **DATE OF BIRTH** |  |
| **NATIONAL INSURANCE (NI) NUMBER\*** |  |

**NAME AND ADDRESS OF BANK TO WHICH SALARY IS TO BE PAID**

|  |  |
| --- | --- |
| **BANK NAME** |  |
| **BANK ADDRESS** |  |

**SORT CODE ACCOUNT NUMBER**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **ACCOUNT HOLDER’S NAME** |  |

**Income tax and National Insurance**

Please attach your P45. If this is not submitted it will be necessary for the University to deduct:

1. Income Tax under an emergency tax code, and
2. National Insurance at the highest rate of contribution.

In both cases it may result in an unnecessarily high deduction being made during the initial period of employment. If you do not possess a P45, it is essential that you visit Payroll on your first day of employment.

\* If you have never been issued with an NI Number please contact Job Centre Plus on 0845 600 0643. If you hold certificates entitling you to special contribution rates please submit them to payroll on your first day of employment.

# PLEASE RETURN THIS FORM WITH YOUR P45 NO LATER THAN YOUR FIRST DAY OF EMPLOYMENT

|  |  |  |
| --- | --- | --- |
| SIGNED: |  | DATED: |