New Employee Bank Details and Starter Declaration Form

Please complete sections 1-6 and return the form in person, together with your Right to Work evidence, to the Human Resources (HR) Department, Level 2, McCance Building, 16 Richmond Street, G1 1XQ.

*Any queries regarding the completion of this form should be directed to* *finance-helpdesk@strath.ac.uk*

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| 1.Personal Details |
| Title |       | Forename |       | Surname |       |
| National Insurance Number |       | Date of Birth |       |
| Home Address |       |
| Home Email |  | Mobile Number |  |
| Department |  |

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| 2. Bank Details |
| Please provide details of the bank account you wish your salary to be paid into. |
| Bank Name |       | Account Holders Name |       |
| Sort Code |       | Account Number |       |
| Bank Address |       |

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| 3. Starter Declaration |
| **You must tick one of the options A, B or C.** Failing to do so could result in incorrect tax deductions. |
| 1. **Do not choose this statement if you’re in receipt of a State, Works or Private Pension.**

Choose this statement if the following applies:This is my first job since 6 April and since the 6 April I have not received payments from any of the following; Job Seeker’s Allowance, Employment and Support Allowance, Incapacity Benefit. | [ ]  |
| **Do not choose this statement if you’re in receipt of a State, Works or Private Pension.**1. Choose this statement if the following applies:

Since 6 April I have had another job but I do not have a P45 and/or since 6 April I have received payments from any of the following; Jobseeker’s Allowance, Employment and Support Allowance, Incapacity Benefit. | [ ]  |
| Choose this statement if:1. You have another job and/or you’re in receipt of a State. Works or Private Pension
 | [ ]  |

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| 4. Student Loan |
| 1. *Do you have one of the Student Loan Plans described below which is not fully repaid?*
 | Yes | [ ] (Go to Q.2) | No | [ ] (Go to Section 5) |
| 1. *Did you complete or leave your studies before 6th April*
 | Yes | [ ] (Go to Q.3) | No | [ ] (Go to Section 5) |
| 1. *Are you repaying your Student Loan directly to the Student Loans Company by Direct Debit?*
 | Yes | [ ] (Go to Section 5) | No | [ ] (Go to Q.4) |
| *4. What type of Student Loan do you have?* | Plan 1 [ ]  | Plan 2 [ ]  | Both [ ]  |
| Student Loan PlansYou will have a Plan 1 Student Loan if:* You lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)
* You lived in England or Wales and started your undergraduate course before 1 September 2012

You will have a Plan 2 Student Loan if:* You lived in England or Wales and started your undergraduate course on or after 1 September 2012
* Your loan is a Part Time Maintenance Loan
* Your loan is an Advanced Learner Loan
* Your loan is a Postgraduate Healthcare Loan
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| 5. Postgraduate Loan |
| 1. *Do you have a Postgraduate Loan which is not fully repaid?*
 | Yes | [ ] (Go to Q.6) | No | [ ] (Sign and date form) |
| You will have a Postgraduate Loan if:* 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.
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| 1. *Did you complete or leave your Postgraduate studies before 6th April?*
 | Yes | [ ] (Go to Q.6) | No | [ ] (Sign and date form) |
| 1. *Are you repaying your Postgraduate Loan directly to the Student Loans Company by Direct Debit?*
 | Yes | [ ]  | No | [ ]  |

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| 6. Signature |  |
| Name | Signature | Date |
|       |       |       |

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| 7. Human Resources Verification |  |
| Name | Signature | Date |
|       |       |       |