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*](mailto: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 Plans  You 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. | | | | | |
| 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 | |
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