

Unitemps Bank Details and Starter Declaration Form

Please complete this form and return to unitempspayroll@canterbury.ac.uk ASAP.

To ensure that you receive your pay on the last working day of the month, we must receive the completed form by before the cut off date.

The details of the payroll cut offs can be found here: -

<https://www.canterbury.ac.uk/career-development/docs/unitemps-cut-off-dates-2016-20.xlsx>

Please check the information before sending, if the details are incorrect this may prevent you getting paid on time.

Please note handwritten copies cannot be accepted.

Name:	
Date of Birth (DD/MM/YYYY):	
Gender:	
Name of bank or building society:	
Account Number (8 digits):	
Name in which account is held:	
Sort Code:	
National Insurance Number:	

Please tick the option that best applies to you:	A.	This is my first job since the last 06 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State Pension or Occupational Pension.	<input type="checkbox"/>
	B.	This is now my only job but since last 06 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit. I do not receive a State Pension or Occupational Pension.	<input type="checkbox"/>
	C.	As well as this job, I have another job or receive State Pension or Occupational Pension.	<input type="checkbox"/>

Do you have a Postgraduate Loan which is not fully repaid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, did you complete or leave your Postgraduate studies before 6 April?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Student Loan which is not fully repaid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you repaying your Student Loans Company by agreed monthly payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What type of Student loan do you have? (Plan 2 after 1 Sept 2012)	<input type="checkbox"/> Plan 1 <input type="checkbox"/> Plan 2
Did you finish your studies before the last 6 April?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration, I confirm that the information I have given is correct:

Signature:

Full name:

Date: