

Unitemps Canterbury payroll starter form

Private & confidential

Please open and complete this form in adobe Acrobat

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](#).

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):	
Ethnicity:	
Gender:	
Name of bank or building society:	
Account number (8 digits):	
Sort code:	
National Insurance Number:	

Employee statement

Choose the statement that applies to you, either A, B or C, and tick the appropriate box.

Statement A	Statement B	Statement C
<p>Do not choose this statement if you're in receipt of a State, Works or Private Pension.</p> <p>Choose this statement if the following applies.</p> <p>This is my first job since 6 April and since the 6 April I've not received payments from any of the following:</p> <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	<p>Do not choose this statement if you're in receipt of a State, Works or Private Pension.</p> <p>Choose this statement if the following applies.</p> <p>Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following:</p> <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	<p>Choose this statement if:</p> <ul style="list-style-type: none"> • you have another job and/or • you're in receipt of a State, Works or Private Pension
Statement A applies to me <input type="checkbox"/>	Statement B applies to me <input type="checkbox"/>	Statement C applies to me <input type="checkbox"/>

Student loans

Tell us if any of the following statements apply to you:

- you do not have any Student or Postgraduate Loans
- you're still studying full-time on a course that your Student Loan relates to
- you completed or left your full-time course after the start of the current tax year, which started on 6 April
- you're already making regular direct debit repayments from your bank, as agreed with the Student Loans Company

if no tick this box and go to declaration

if yes tick this box then got to declaration

To avoid repaying more than you need to, tick the correct Student Loans that you have - use the guidance on the right to help you.

Please tick all that apply

Plan 1

Plan 2

Plan 4

Postgraduate Loan (England and Wales only)

Types of Student Loan
<p>You have Plan 1 if any of the following apply:</p> <ul style="list-style-type: none"> • you lived in Northern Ireland when you started your course • you lived in England or Wales and started your course before 1 September 2012
<p>You have a Plan 2 if:</p> <p>You lived in England or Wales and started your course on or after 1 September 2012.</p>
<p>You have a Plan 4 if:</p> <p>You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.</p>
<p>You have a Postgraduate Loan if any of the following apply:</p> <ul style="list-style-type: none"> • 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

Do you have a Student Visa? if yes, please tick the box

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

Signature:

Full name:

Date: