Payroll mandate

If you accept the offer of an appointment, please complete this form and send it to Human Resources together with:

* Form P45 (or if you do not have a P45, fill out the appropriate section of this form)
* A valid certificate of election (if applicable)
* A valid certificate of age exception (if applicable)

**Please send this form to:**

payroll@reading.ac.uk

If you have any problems, please get in touch using the above email or telephone + 44 (0) 118 378 8751

**Payment of salary**

Salaries are paid monthly in arrears to your bank account, usually on the last working day of the month. Each month you will receive an explanatory statement in the form of an electronic payslip which can be accessed via Employee Self-Service: <https://www.reading.ac.uk/human-resources/self-service>

Authority for payment to bank

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| Section 1 **Personal details** |
|  |
| Title Click or tap here to enter text. |
| Full first name(s) Click or tap here to enter text. |
| Last name Click or tap here to enter text. |
| School/department Click or tap here to enter text. |
| Job title Click or tap here to enter text. |
| Starting date Click or tap to enter a date. |

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| Section 2 **Bank details** |
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| Bank name Click or tap here to enter text. |
| Branch address  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |
| Postcode Click or tap here to enter text. |

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| Sort code | | | | | | | | |
|  |  |  | **—** |  |  | **—** |  |  |
| Account number | | | | | | | | |
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| Building society roll number (if applicable) | | | | | | | | | | | | | |
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| Section 3 **Signature** |
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| Signature/ Print name  Click or tap here to enter text. |
| Date Click or tap to enter a date. |

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| Section A **Personal details** |

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| Home address  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |
| Postcode Click or tap here to enter text. |

Declaration of employment

status

**Please fill out this page if you do**

**not have a current P45 form**.

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| National Insurance number | | | | | | | | |
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| Date of birth | Click or tap to enter a date. |

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| Are you male or female? | Choose an item. |

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| **Section B Employment statement** |

**Please tick the appropriate statement**

**A** This is my first job since last 6 April and since the 6 April I have not received taxable Jobseekers Allowance or taxable Incapacity Benefit or Employment and Support Allowance or a state, occupational or private pension.

**B** This is now my only job, but since last 6 April I have had another job and do not have a P45, and/ or I have received taxable Jobseeker’s Allowance or taxable Incapacity Benefit or Employment and Support Allowance. I do not receive a state, occupational or private pension.

**C** I have another job and/ or receive a state, occupational or private pension

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| Section C **Student loan** |

For more guidance about repaying, go to [www.gov.uk/repaying-your-student-loan](http://www.gov.uk/repaying-your-student-loan)

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| A | Do you have one of the Student Loan Plans described below which is not fully repaid?  Choose an item. |

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| B | Did you complete or leave your studies before 6th April?  Choose an item. |

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| C | Are you repaying your Student Loan directly to the Student Loans Company by direct debit?  Choose an item. |

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| D | What type of Student Loan do you have?  Choose an item. |

**Student Loan Plans**

You’ll 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’ll 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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| Section D **Postgraduate loan** |

For more guidance about funding and repaying, go to [www.gov.uk/funding-for-postgraduate-study](http://www.gov.uk/funding-for-postgraduate-study)

For more guidance for employers, go to [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

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| E | Do you have a Postgraduate Loan which is not fully repaid?  Choose an item. |

You’ll 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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| F | Did you complete or leave your Postgraduate studies before 6th April?  Choose an item. |

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| G | Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?  Choose an item. |

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| Section E **Declaration** |

I confirm that I have ticked the statement that applies to me.

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| Print name in capitals/ Signature  Click or tap here to enter text. |
| Date Click or tap to enter a date. |

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| **For office use only** |

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| Employee number | | | | | | | | |
|  |  |  |  | |  | |  | |
| Tax code | | | | | | | | |
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