[](https://www.leeds.ac.uk/forstaff)Payroll Bank Details & Starter Declaration Form

This form must be completed by all new employees, or by existing employees only where a change to your bank details are required. Please complete the form and return it to the Payroll department, **from your University of Leeds email address**, to [payro@adm.leeds.ac.uk](mailto:payro@adm.leeds.ac.uk) - **with a copy of a photographic ID** such as: University employee ID badge, Driving Licence or Passport. For security purposes, emails from non-University email accounts **will not** be accepted. For staff who do not require email accounts, please speak to your line manager/department who engaged you, who can forward these on.

**Personal details:**

|  |  |
| --- | --- |
| **Full Name (Block Capitals):** | Employee ID: |
| **Date of Birth:** | **Gender:** |
| **National Insurance Number:** | **Faculty / Service:** |

**Section 1: New/Revised Bank Details**

Please note, payment of salary can only be made to a UK bank account. It is your responsibility to ensure accuracy of the details entered below. The University of Leeds will not be responsible for non-receipt of salary due to incorrectly quoted bank details. Please ensure all characters are legible and block capitals are used for all bank account names and reference numbers.

|  |  |
| --- | --- |
| **Bank/Building Society Name:** | **Name(s) on Account:** |
| **Sort Code:** | **Account Number** (8 digits): |
| **Building Society Roll Number** (if applicable): | |

**Section 2: New Starter Declaration – (For new staff only)**

|  |  |
| --- | --- |
| If you already have form P45 from your previous employer, please enclose parts 2 and 3 with this form. If you are still awaiting your P45, please do not delay the return of this form. Please forward your P45 to the Payroll office upon receipt. Please ensure you read the following statements carefully and enter 'X' in the box that applies to you: |  |
| Statement A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, or a State or Occupational Pension. |  |
| Statement B - This is now my only job, but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension. |  |
| **Statement C** - As well as my new job, I have another job, or I receive a State or Occupational Pension payments. |  |
| Student Loans - (advanced in the UK) I have a Student Loan which is not fully repaid and I left a course of UK higher education before last 6 April and I received my first Student Loan instalment on or after 1 September 1998.  (Leave this box blank if you are repaying your Student Loan direct to the Student Loans Company through your bank or building society account) |  |

Section3: **Signature / Authorisation**Please note that all bank account detail changes must be ratified against a Photo ID.

|  |  |
| --- | --- |
| Employee Signature: | **Date:** |
| Photo ID Reviewed and verified.  HR / Payroll / Dept Signature : Print Name: | **Date:** |