

# Employee Information Form

Full Name: \_\_\_\_\_  
Title Forename(s) Surname

Known as  
(if different from above): \_\_\_\_\_  
Forename(s) Surname

Home Address: \_\_\_\_\_  
 \_\_\_\_\_

Post Code: \_\_\_\_\_

Home Tel. No: \_\_\_\_\_

Mobile Tel. No: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_

National Insurance Number: 

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**If you have not been allocated a NI Number, please contact your local Jobcentre Plus Office without delay (see note on page 3 for more information)**

Bank Sort Code: 

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Bank Account Number: 

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 Roll number (when appropriate): \_\_\_\_\_

Bank Branch name and address: \_\_\_\_\_

Name in which bank account is held: \_\_\_\_\_

**Important Tax Information - This refers to employment in the UK as at your start date**

**Choose the statement that applies to you, either A, B, or C and tick or place an X the appropriate box**

Statement A	Statement B	Statement C
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've not received payments from any of the following: • Jobseeker'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.  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 the 6 April I have received payments from any of the following: • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit	Choose this statement if: • 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"/>

If / when you receive HMRC form P45 from a previous employer, please forward an electronic copy direct to [payroll@abdn.ac.uk](mailto:payroll@abdn.ac.uk)

If submitting a paper copy, please send it to the Payroll Office, Room 57, University Office, King's College, Aberdeen, AB24 3FX

**Do not delay in completing this form, whether or not you expect to receive form P45 from a previous UK employer**

# Employee Information Form

Full Name: \_\_\_\_\_  
Title Forename(s) Surname

## Student Loans

- 1** 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 question 2

If Yes, tick this box

- 2** 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

#### You have a Plan 1 if any of the following apply:

- you lived in Northern Ireland when you started your course
- you lived in England or Wales and started your course before 1 September 2012

#### You have a Plan 2 if :

- you lived in England or Wales and started your course after 1 September 2012

#### You have a Plan 4 if :

- you lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course

#### You have a Postgraduate Loan if any of the following apply:

- 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

For more information about the type of loan you have, go to [www.gov.uk/sign-in-to-manage-your-student-loan-balance](http://www.gov.uk/sign-in-to-manage-your-student-loan-balance)

HESA ID (if applicable)

A unique code allocated to staff when they are first employed in UK higher education

ORCID ID (if applicable)

ORCID IDs are given to researchers and are 16 characters long

I authorise the University of Aberdeen, until further notice, to credit my salary and any other payments made in connection with my employment to the bank/building society account specified above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Employee Information Form

Full Name: \_\_\_\_\_  
Title Forename(s) Surname

## Next of Kin

Relationship: e.g. Wife, Husband, Mother, Son, Friend \_\_\_\_\_

Name: \_\_\_\_\_  
Title Forename(s) Surname

### Contact Details

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Home Tel. No: \_\_\_\_\_

Mobile Tel. No: \_\_\_\_\_

Works Tel. No: \_\_\_\_\_

## Emergency Contact (if different from Next of Kin)

Relationship: e.g. Wife, Husband, Mother, Son, Friend \_\_\_\_\_

Name: \_\_\_\_\_  
Title Forename(s) Surname

### Contact Details

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Home Tel. No: \_\_\_\_\_

Mobile Tel. No: \_\_\_\_\_

Works Tel. No: \_\_\_\_\_

## **National Insurance Number:**

If you have not already been allocated a permanent National Insurance number, you will have to apply for one  
[Apply for a National Insurance number - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

If you cannot yet provide your permanent National Insurance number, please do not delay returning this form but  
communicate directly to the Payroll Office on receipt. [payroll@abdn.ac.uk](mailto:payroll@abdn.ac.uk)

## **Bank Account:**

Please be aware your salary can only be paid into a UK bank account. If you cannot provide this prior to starting work, please do not delay returning this form.