



Payroll Bank Details & Starter Declaration Form

Form use: this form must be completed by all new employees, and should be completed by existing employees only where a change to your bank details is required. If you are a new employee, please return the form with your signed contract of employment to HR as per the guidance in your offer letter. Please return this form immediately to avoid delays in payment.

Payroll return address: Payroll Office, The University of Leeds, Room 11.38a EC Stoner Building, Woodhouse Lane, Leeds, LS2 9JT

Personal details:

Full Name (Block Capitals)

Date of Birth

Gender Male

☐

Female

☐

National Insurance Number

Faculty / Service

Please tick the appropriate box:

☐

New Employee – I have just commenced employment. (Please complete sections 1, 2 and 3)

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Existing Employee – I would like my salary paid into my new account. (Please complete sections 1 and 3 only)

Personnel Number
(existing employees)

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

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:

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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.

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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.

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Statement C - As well as my new job, I have another job, or I receive a State or Occupational Pension payments.

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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)

Section 3: Signature / Authorisation

Signature

Date