



THE LONDON BOROUGH
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NEW EMPLOYEE PERSONAL DETAILS - TEACHING STAFF

PLEASE BE AWARE THAT THIS FORM MUST BE FULLY COMPLETED AND RETURNED TO HR BEFORE THE 6TH OF THE MONTH IN WHICH YOU EXPECT YOUR FIRST PAYMENT

Please print clearly

Surname: Forenames: Title:

Date of Birth: NI Number: Tel:

Home Address:

Bank or Building Society Details:

Your salary will be paid in arrears by BACS transfer to a Bank or Building Society account. Please ensure that you give all the details correctly in order for your salary to be processed by pay-day. Failure to notify Payroll of correct account details could result in payment of your salary being rejected by your bank.

Name and Address of Bank or Building Society:

Bank or Building Society Sort Code: --

Bank or Building Society Account Number:

Building Society Roll Number (if required):

National Insurance:

If you are over state pension age you will be exempt from National Insurance Contributions.

My Certificate of Age Exception is: Attached To follow Not Available

Income Tax:

My Income Tax P45 Parts 2 and 3 is: Attached To follow Not available

Where P45 is **not** available please tick the **one** box that applies to you from the following P46 statements:

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

Student Loan:

Q1 Do you have a Student Loan which is not fully repaid? Yes (go to Q2) No (go to Q5)

Q2 Did you complete / leave your studies before 6th April Yes (go to Q3) No (go to Q5)

Q3 Are you repaying your Student Loan directly to the Student Loans Company by Direct Debit

Yes (go to Q5) No (go to 4)

Q4 What type of Student Loan do you have? Plan 1 Plan 2 Both

Go to question 5

Student Loan Plans

You will have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate), or
- You lived in England or Wales and started your undergraduate course before 1 September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your undergraduate course on or after 1 September 2012, including a Part-Time Maintenance Loan.

Your loan is one of the following products:

Advanced Learner Loan or Postgraduate Healthcare Loan

Postgraduate Loan

Q5 Do you have a Postgraduate Loan which is not fully repaid? Yes (go to Q6) No (sign and date this form)

You will have a Postgraduate Loan if:

You lived in England and started your postgraduate Masters course on or after 1 August 2016.

You lived in Wales and started your postgraduate Masters course on or after 1 August 2017.

You lived in England and Wales and started your postgraduate Doctoral course on or after 1st August 2018.

Q6 Did you complete / leave your Postgraduate studies before 6th April? Yes (go to Q7) No (Please sign and date this form)

Q7 Are you repaying your Postgraduate Loan directly to the Student Loans Company by Direct Debit

Yes No

Please sign and date this form

Signed: _____ Date: _____

Start Date: _____ Place of
Employment: _____

WHEN COMPLETED THIS FORM SHOULD BE RETURNED TO THE HR OFFICER WHO HAD SENT YOUR CONTRACT INFORMATION:

TEACHERS' PENSION SCHEME

You will automatically become a member of the Teachers' Pension Scheme (TPS) on your first day of employment unless:

- (A) you are under age 18; or
- (B) you are over age 75; or

You can however opt-out if you wish. Please ensure you understand the rules of membership of TPS; you can find more information and links to TPS in your contract.

Sections 2-6 should be completed by all Teachers, regardless of TP membership.

1. If you retired due to ill-health prior to 1 April 1997, are under the age of 60 and in receipt of a pension, you are not allowed to re-join the Teachers' Pension Scheme. You may join the Local Government Pension Scheme. For further details please contact H R Business Services.

2. Have you elected to have extra contributions deducted for added years' service or entered into an Additional Voluntary Contributions Scheme?

Yes No

3. My teacher reference number is:

4. My email address is:

5. My mobile phone number is:

6. Previous surname (if applicable)

Please ensure that your name, address and email address are kept up-to-date with Teachers' Pensions and your HR and payroll providers

Signed: _____

Date: _____

Start Date: _____

Place of
Employment: _____

Email and home addresses are now mandatory fields when submitting information to TP. Therefore, in order that TP can contact their members, and to avoid any discrepancy between the records held on the payroll system and Teachers Pensions, we would ask that you keep this information up-to-date.

WHEN COMPLETED THIS FORM SHOULD BE RETURNED TO THE HR OFFICER WHO HAD SENT YOUR CONTRACT INFORMATION: