

Private & Confidential

QUEEN'S UNIVERSITY BELFAST – NON-STAFF PAYMENT SCHEME (NSP)

To be completed by the payee

Personal Details – (Please use capital letters)

Title (e.g. Mr/Ms/Dr) First Name (s) Surname

National Insurance Number (If applicable)
Date of Birth dd/mm/yyyy Gender (M/F)

Home Address

Line 1
Line2
Line 3
Post Code

E-Mail Address

QUB School/Directorate

Bank Account Details – Please use capital letters)

UK Bank/Building Society Details

Bank Name Branch Name

6 Digit Sort Code

8 Digit Account No

Building Society Roll No (If applicable)

Signed

Date

The tax declaration attached to this form is important – please ensure that each of the 3 sections are completed and the form is signed by yourself

Please complete all 3 sections of the form

Section 1

Employee Statement 1

You need to select (tick) only one of the following statements A, B or C, if you do not have a P45 or the leaving date on your P45 is before last 6th April.

- 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 or Occupational Pension. **A** ☐
- 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. **B** ☐
- C** As well as my new job, I have another job or receive a State or Occupational Pension. **C** ☐

Section 2

Employee Statement 2

Please select (tick) the statement which applies to you

- 1** I am an EU/EEA/Swiss National ☐
- 2** I am a Non-EU/EEA/Swiss National (**I agree to the terms and conditions below**) ☐

Please Note:

Current Tier 4 students cannot be engaged via the NSP payroll. If you are a Tier 4 student, please contact OnCampus jobs ext: 3953 in the first instance.

If you are subject to any other restrictions on your visa, completion of this form confirms you fully understand any restrictions on working hours of your immigration permission and you agree to abide by those restrictions

Please turn over for the Student Loan declaration

Section 3

Student Loan Declaration

Please read the following questions carefully and tick the statement which applies to you.

Question 1:

Have you left full-time education before the last 6th April?

Yes ☐ (Go to Question 2)

No ☐ (Sign the declaration below)

Question 2:

Do you have a Student Loan which is not fully repaid?

Yes ☐ (Go to Question 3)

No ☐ (Sign the declaration below)

Question 3:

Are you repaying your Student Loan direct to the Student Loan Company by agreed monthly payments?

Yes ☐ (Sign the declaration below)

No ☐ (Go to Question 4)

Question 4 – Student Loan Plans:

Please tick Plan 1 or Plan 2

You will have a Plan 1 Student Loan if:

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

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1st September 2012.

Plan 1 ☐

Plan 2 ☐

Question 5 – Post Graduate Student Loan

Have you left full-time education before the last 6th April and have a Post Graduate Student Loan which is not fully repaid which is not being repaid via Direct Debit to the Student Loan Company?

Yes ☐

No ☐

Signature and date.

Print Name:

Signature:

Date: