

This form should only be used for any engagements which are of an irregular and ad-hoc nature. Payments via this form will be subject to tax and national insurance. Payment on invoice should be sent directly to Accounts Payable.

CLAIMANT MUST COMPLETE SECTIONS 1 - 7, SOLENT STAFF MEMBER MUST COMPLETE SECTIONS A-B

1.0: Personal Details (Please complete in all instances - please print clearly)

Title:	Surname:	Male:	Female:
First Name(s):		Date of Birth:	
Pay No (if previously paid):		National Insurance Number:	
Please provide proof of right to work in the UK, if you have not provided proof to Solent in the last 12 months. You should give your document to the Solent staff member employing you, for them to take a copy. In most cases this will be your passport (for UK nationals). If you're not sure what to provide, please check the 'right to work checklist' on the GOV website.			
I have provided my documentation to a Solent Staff member to be copied <input type="checkbox"/>			
I have provided my documentation in the previous 12 months <input type="checkbox"/>			

2.0: Address & Bank Details (Please complete **ONLY** if changed since previously claimed - please print clearly)

Home address:	
	Post Code:
Email Address:	
Bank Name:	Account Name:
Sort Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Account No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
IBAN NUMBER & SWIFT/BIC CODE MUST BE COMPLETED WHEN REQUESTING PAYMENT TO A NON UK BANK ACCOUNT	
Bank address (for non-UK accounts only):	
IBAN Number (for non-UK accounts only):	
SWIFT/BIC CODE (for non-UK accounts only):	

3.0: Tax Declaration (tick the statement that applies to you)

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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
C. As well as my new job, I have another job or receive a State or Occupational Pension.	<input type="checkbox"/>

4.0: Pension Arrangements

If your contract is for 3 months or longer, you will be assessed for auto-enrolment purposes and if applicable, enrolled into the Solent Pension Plan, provided by Aviva.

5.0: Solent University Details (Please print clearly)

To ensure there is no delay in the processing of your claim, please indicate the Solent University employee who invited you to undertake this piece of work:

Name:

Faculty/Service:

6.0: Terms and Conditions

6.1: For the duration of your assignment you will be a worker of Solent University Services LTD and will be covered under the University insurance.

6.2: Under regulations introduced by the UK Borders Agency, the University is required to verify the identity of all workers. You will be required to provide evidence of your eligibility to live and work in the United Kingdom before commencement of assignment.

6.3: You may be required to undertake a Disclosure and Barring Service (DBS) check.

6.4: Please note that for the purposes of current data protection legislation, the information given may be recorded and processed by Solent University for the purposes of administration, and that some of your information, including your passport number if provided, will be passed to HM Revenue & Customs as it forms part of their checks regarding your eligibility to live and work in the UK.

7.0: Claim Details

Faculty/Service:

Date(s) of work:

Details of work:

Estimated hours worked:

Fee: £

Expenses. Casual workers may receive reasonable expenses subject to the University's Financial Regulations. Please provide original receipts. Mileage will be reimbursed at the rate of 40p per mile. Please state start and end post code which will be checked against the AA Route Planner.

Mileage From (postcode):

To (postcode):

Total
miles:

Travel & Accommodation:

£

Meals:

£

I certify that the expenditure detailed above was incurred solely on behalf of Solent University and that the expenses claimed were wholly, exclusively and necessarily in the undertaking of this assignment. I understand that un-receipted expenses may be reported to HM Revenue & Customs on a P11D.

Total
expenses:

£

Claimant Signature:

Date:

A: UKVI Requirements (IMPORTANT, PLEASE READ)

UK BORDER AGENCY REQUIREMENTS Under UK Visa & Immigration regulations, the University is required to verify the identity of all workers undertaking short term assignments. This includes the worker providing documentary evidence of their right to work before they undertake the assignment. This must be copied and submitted with the SAL05 form. The copy of the document must be signed and dated, stating that the original has been seen.

B: Faculty/Service Coding/Authorisation (*MUST BE COMPLETED*)

Cost Centre (code):

Project Code (if applicable):

Authoriser Name (print):

Authorised Signature:

Date: