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| University of Birmingham | Department: PSYCHOLOGY |
| Finance Office | Date: |
| Details of Casual Wages | Petty Cash Reference Number: |

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| SECTION A – P46 Substitute Information | | | | | | SECTION B – Receipt for Cash | | |
| Please complete in BLOCK CAPITALS (before commencement of employment) | | | | | | Amount | Signature of Claimant | Date |
| (1)  Name | (2)  Home Address | I certify that : - (see note 2) | | | (4)  Employees National Insurance Number |  |  |  |
|  |  | 3a. This is my first regular employment since leaving full time education and I have not claimed unemployment benefit | 3b. This is my only employment or my main employment | 3c. This is not my only employment my main employment is at another job |  |  |  |  |
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Notes:

1. It is the responsibility of the petty cash holder to ensure that all the information requested above is correct.
2. If the claimant signs column 3c payment cannot be made using Petty Cash as there will be a liability for standard rate tax. Please send completed form Fin 14 to the Payroll Office who will arrange payment.
3. If Section A is not completed no payment can be made.

I certify that the information given above is correct

Authorised signature …………………………………… Date………………………………………