



UCD HR Permanent & Temporary Employee Set-up Form

- Please use BLOCK CAPITALS
- This completed and signed form should be scanned and returned, along with your signed contract to HR
- PPS number is a requirement for payment. If you have applied for a PPS no and have an appointment scheduled with Department of Employment Affairs and Social Protection, please proceed with sending form to HR and include a copy of the appointment letter. PPS no should be forwarded to HR at the earliest opportunity
- Non-EEA nationals must hold a valid work permit. Please see www.ucd.ie/hr for more information.
- It is University Policy that all payments through the College payroll must be made directly to Bank Account/Building Society.
- If you have not worked in Ireland before you will need to register online for your revenue self-service account <http://www.revenue.ie/en/index.html>. After you have completed this, log in and go to the Jobs and Pensions tab to register your employment. UCD's company registration number is 0079124M.

Section (A) Personal Details

Do you currently or have you ever been in receipt of payment from UCD?

No ☒ Yes ☐

If 'Yes' please specify UCD Personnel number if known:

P 01055895

Full Name: Punit Gupta
First Last Middle name

Known as Name: (If applicable) Title (Dr. Ms. Mr. Mx.): Dr.

Address: Apartment No:24, Chamber Square, Griffith Wood, Dublin 9
Post Code :(Eircode) D09X9RW

Email: punitg07@gmail.com

Gender: Male: ☒ Female: ☐ Non-Binary ☐ Prefer not to say ☐ Self – Declare (Please State)

Nationality: India Civil Status: Married

Phone No: 0899481755, +919882205191

PPS No: P01055895

Date of Birth: 010488

Section (B) Direct Payment Mandate

Please send all my future wage / salary payments directly to my account:

BIC No: (Max 11 Characters) REVOLT21 Account Type: Personal Current Account

IBAN No: (Max 34 Characters) LT373250073177560659

I declare that all particulars stated in Sections A and B are complete and correct.

Employee Signature: Punit Gupta

Date: 08/09/2022