

**SOUTHAMPTON SOLENT UNIVERSITY
CAMPUS JOBS
BANK/BUILDING SOCIETY DETAILS**
(Note: Must be a UK bank or building society account)

Full Name:			
Pay Number (for Payroll Office Use):			
I authorise Southampton Solent University to transfer my full pay to the Bank or Building Society account specified below.			
Signed:		Date:	
Have you already received payment from Southampton Solent University?	Yes / No		

Bank Details	
Bank and Branch:	
Sort Code:	(note: Girobank Account Holders - Sort Code is 72-00-00)
Account Number:	(note: Girobank Account Holders - 9 digits, Lloyds TSB - 8 digits)

Building Society Details	
In order to avoid delay in the crediting of your account, it is recommended that the following details are completed by your building society branch office.	
Society Name:	
Address:	
Sort Code:	
Collection Account Number: (If applicable)	
Client Account Number:	

Tax Forms

Southampton Solent University now files tax forms online due to recent changes with the Inland Revenue (HMRC). The new process means that we no longer require a paper version of your tax details and are able to accept your details on this form.

If you have a P45 please return this with your signed form to ensure payment is accurate.

If you do not have a P45 (part 3) from a previous employer, the Payroll Section will submit an online P46 in its place. Where neither a P45 (3) nor 'present circumstances' have been provided at the time that the P46 must be sent, Southampton Solent University will default your tax code to 0T on a non-cumulative basis.

Please read all the following statements carefully and tick the one that applies to you:

A	This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a State or Occupational Pension	
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OR

B	This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or Occupational Pension	
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OR

C	I have another job or receive a State or Occupational Pension	
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AND IF APPLICABLE

D	If you left a course of Higher Education before last 6 April and received your first Student Loan instalment on or after 1 September 1998 and you have not fully repaid your student loan, tick box D. (If you are required to repay your Student Loan through your bank or building society account do not tick box D)	
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I can confirm that this information is correct:

Signature:	
Print Name:	
Date:	

'The personal data provided on this form will be processed by Southampton Solent University in accordance with the Data Protection Act 1998 and will be used for administrative purposes, including analysis for management information. Your personal information will not be shared with any third parties, except where there is a statutory requirement to do so; a lawful reason to do so; you have given your consent; or for the purpose of the University's debt recovery.'