University of St Andrews

Fees Personal Details Form

Please complete in BLOCK Capitals & Return the form to the School/Unit for which the work has been undertaken, for submission to salaries along with authorised payment instructions.

Personal Details

Surname: _____ **Forenames:** _____

Title: Mr / Mrs / Miss / Ms / Other _____

Private Address: _____

_____

_____ **Post/Zip code** _____

Date of Birth: [ ][ ][ ][ ][ ][ ]
d d m m y y

NI Number: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
UK NI No.

Email: _____ **Phone Number:** _____

Bank Details *(If UK bank details are given it is not necessary for IBAN or Swift Numbers)*

Bank Name: _____
Bank Address: _____

_____

_____

Post / Zip Code: _____

Sort code: [ ][ ] [ ][ ] [ ][ ]
Account number: [ ][ ][ ][ ][ ][ ][ ][ ]
IBAN number: [ ]
Swift code: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

RIGHT TO WORK IN THE UK

The University of St.Andrews is required to carry out immigration document checks to verify that you have permission to work in the UK. Please enclose a verified copy of any documents which prove that you have permission to work in the UK; otherwise payment cannot be processed,

Employment Status Details

Are you registered as self employed with HMRC (Inland Revenue) **Yes** [ ] **NO** [ ]
(It is necessary to reconfirm Self employed information every tax year)
(please state UTR below) *(Please complete present employer details)*

Tax District Ref: _____ **Unique Tax Ref No:** _____
(Also known as Schedule 'D' No)

Name of Present Employer: _____
Address of Employer: _____

_____

Post / Zip Code: _____

Are you UK resident **YES** [ ] **NO** [ ]

If NO how many days work were undertaken in the UK since 6th April [ ]

Signature _____ **Date** _____

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