**PLEASE NOTE THAT IF YOU ARE NOT PAID THROUGH THE JOBSHOP FOR A PERIOD OF 12 WEEKS, YOUR DETAILS WILL BE REMOVED FROM THE PAYROLL AND YOU WILL NEED TO COMPLETE A NEW BANK/TAX FORM FOR ANY FURTHER WORK UNDERTAKEN**

**BANK FORM**

(Please turn over for TAX FORM)

**MOBILE NUMBER:**

**STUDENT NUMBER:**

**BANK BRANCH** (Eg. Cardiff, Bristol etc.):

**EMAIL ADDRESS** (For pay slips):

**BANK NAME** (Eg. Halifax, Barclays etc.):

**FULL NAME** (Inc. Middle Names):

**BANK ACCOUNT NUMBER** (8 DIGITS):

**BANK SORT CODE** (6 DIGITS):

I HAVE RECEIVED AND READ A COPY OF THE CARDIFF UNIVERSITY STUDENTS’ UNION CASUAL EMPLOYMENT CONTRACT, I UNDERSTAND AND ACCEPT THE TERMS:

|  |  |
| --- | --- |
| **SIGNED:**  | **DATE:**  |
|  |  |

**DO NOT COMPLETE - FOR JOBSHOP OFFICE USE ONLY:**

|  |  |  |
| --- | --- | --- |
| **STUDENT CARD EXPIRY DATE:** | **UG/ PGT/ PGR:** | **HOME / EEA / VISA:** |
|  |  |  |
| **VISA EXPIRY DATE:** | **TIER 4 VISA RESTRICTIONS:**  |

**TAX FORM**

(Please turn over for BANK FORM)

Please use capital letters when completing this form.

If you later receive a P45 from a previous employer, you will need to hand it in to the Jobshop in order to update your tax records.

**Your Details**

National Insurance Number (this is very important in getting your tax and benefits right).

Title (enter MR, MRS, MISS, MS, MX or other title)

 –enter MR, MRS, MISS, MS or other title

Date of Birth (DD MM YYYY)

Surname or family name

Address (including house name or flat name)

Postcode

First or given name(s)

I can confirm that information is correct

Date (DD MM YYYY

**Signature and Date**

**C**

**B**

Male

Gender: enter ‘x’ in the appropriate box (please note HMRC will only accept one of the following options. We are therefore unable to process your details without this information).

Course Level (enter ‘x’ in the appropriate box).

RESEARCH PG

TAUGHT PG

UG

Female

**Your Present Circumstances**

**Student Loans**

1. Do you have a Student Loan which is not fully repaid?

Read all of the following statements carefully and enter ‘x’ in the **one** box 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.

YES

NO

NO

YES

2. Are you currently repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?

**A**

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.

**IF ‘YES’ TO QUESTION 2 PLEASE CONTINUE BELOW:**

Student Loan Plans

You will have a **Plan 1** loan if:

* You lived in Scotland or Northern Ireland when you started you course, or
* You lived in England or Wales and started your course before 1st September 2012

You will have a **Plan 2** Student Loan if you lived in England or Wales and started your course on or after 1st September 2012.

What type of Student Loan do you have?

C – **I have** another job or receive a state or occupational pension.

Plan 2

Plan 1

Did you finish your studies before the last 6th April?

NO

YES