**BANK/TAX FORM**

**(Please complete both sides in CAPITAL LETTERS)**

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 TO BE PAID FOR ANY FURTHER WORK UNDERTAKEN

**Your Details**

Date of Birth (DD MM YYYY)

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

UG

Taught PG

Research PG

Address (including house name or flat name)

Surname or family name

First name (including middle names)

Postcode

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).

Mobile number

Course level (enter ‘x’ in the appropriate box)

Male

Female

**Email** address (for payslips - Cardiff University email address preferred)

@cardiff.ac.uk

Read all of the following statements carefully and enter ‘x’ in the **one** box that applies to you

**Your Present Circumstances**

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

C

**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.

B

**A** – This is my first job since last 6 April and **I have not** been received taxable Jobseeker’s Allowance or taxable incapacity benefit or a state or occupational pension.

A

BANK ACCOUNT NUMBER (8 DIGITS)

BANK NAME

**Bank Details**

BANK SORT CODE (6 DIGITS)

**BANK/TAX FORM**

**(Please complete both sides in CAPITAL LETTERS)**

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.

|  |  |  |
| --- | --- | --- |
| **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** | **SIGNATURE** |
|  |  |  |

v

You will have a **Plan 2** Student Loan if:

* You lived in England or Wales and started your course on or after 1 September 2012;
* Your loan is a Part Time Management Loan
* Your loan is an Advanced Learner Loan
* Your loan is a Postgraduate Healthcare Loan

You will have a **Plan 1** Student Loan if:

* You lived in Scotland or Northern Ireland when you started your course, (UG or PG) or;
* You lived in England or Wales and started your course before 1 September 2012

Student Loan Plans

I can confirm that all information provided is correct and that I have received a copy of the Cardiff University Casual Worker Agreement for Student Workers’, I understand and accept the terms:

**Signature and Date**

6. Did you complete or leave your Postgraduate studies before 6th April?

7. Are you repaying your Student Loan directly to the Student Loans Company by direct debit?

5. Do you have a Postgraduate Loan which is not fully repaid?

**Postgraduate Loans**

No

Yes

Yes If yes, go to Q7

No

No

Yes If yes, go to Q6

Plan 2

Both

Plan 1

Yes If yes, go to Q3

No If no, go to Q5

No If no, go to Q5

No If no, go to Q4

Yes If yes, go to Q5

4. What type of Student Loan do you have?

3. Are you repaying your Student Loan directly to the Student Loans Company by direct debit?

2. Did you complete or leave your studies before 6th April?

Yes If yes, go to Q2

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

**Student Loans**

**Student number**

**National Insurance Number** (this is very important for getting your tax and benefits right)

**Full name (including middle name)**