**NEWCASTLE UNIVERSITY**

**EXTERNAL EXAMINER STARTERS FORM**

|  |
| --- |
| **SECTION 1 – FOR COMPLETION BY THE EXTERNAL EXAMINER**   * **THE FOLLOWING PERSONAL INFORMATION IS REQUIRED BY HM REVENUE & CUSTOMS *(please see HMRC Guidance on page 2)*** * **NAMES MUST BE PRECISELY AS SHOWN ON OFFICIAL DOCUMENT e.g. PASSPORT**   **Title** …………… **First Name** ............................................. **Middle Name(s)** …………………………..    **Preferred First Name** ………………………………………  **Surname (Last name)** ................................................................. **Date of Birth** …………….......(DD/MM/YY)    **Nationality:** ………………………………. **MALE / FEMALE** (Delete as appropriate)  **Home Address** .......................................................................................………………………………………………    ……………………………………………………………………………… **Post Code:** .........................................  **National Insurance No** …………...................... **Email Address** ………………………………………….. |
| **BANK ACCOUNT DETAILS** - Payment will be made by credit transfer, only into a UK bank or building society of your choice on the LAST banking day of the month.    **Sort Code \_\_ \_\_ - \_\_ \_\_ - \_\_ \_\_ Account Number \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_**  **Building Society Roll Number \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_**  (where applicable)    **Name on the Account** ......................................................................................................................  *(as shown on the cheque book etc)* |
| This data is used solely for monitoring purposes  **What is your ETHNIC GROUP?**  Choose ONE section from A to E, then tick the appropriate box to indicate your background   |  |  |  | | --- | --- | --- | | A White White  Gypsy or Traveller | **B Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background | **C Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background | | **D Black or Black British**  Caribbean  African  Any other Black background | **E Other ethnic group**  Chinese  Arab  Any other Ethnic background | **If you have ticked an ‘Other’ box, please write in the details below:** | | Information refused |  |  |      |  |  |  |  | | --- | --- | --- | --- | | Do you have a disability? | Yes | No | Information refused | |
| **TAX FORM DECLARATION**  **Your present circumstances**  Read all 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, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension. **A**  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, Employment and Support Allowance or taxable Incapacity Benefit. I do not  receive a state or occupational pension. **B**  OR  **C** – I have another job or receive a state or occupational pension. **C**  **Student Loans (advanced in the UK)**  If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan  instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in  box D.  *(Do* ***not*** *enter ‘X’ in box D if you are repaying your UK Student Loan by agreement with the UK Student*  *Loans* *Company to make monthly payments through your bank or building society account.)*  **D** |
| **PENSIONS AUTO ENROLMENT**  **With effect from May 2013, if your earnings from the University reach the auto enrolment trigger, currently £787 in any one month (Tax Year 2013/14 rate) and you are aged 22 or over and under State Pension Age, you will become eligible for auto-enrolment into National Employment Savings Trust (NEST). You will be** **enrolled 3 months later, assuming you meet the age and earnings criteria in that month**. **Information about pensions auto-enrolment will be sent to your e-mail address if you have provided one, or to your postal address. The NEST website is** [www.nestpensions.org.uk](http://www.nestpensions.org.uk) |
| **DECLARATION – I confirm that the above information is correct**  **EMPLOYEE SIGNATURE** ………………………………………............ **DATE** ……………….. |
| **SECTION 2 - FOR COMPLETION BY THE ACADEMIC/SERVICE UNIT**  **DATE OF APPOINTMENT FROM:** ............................ **TO:**  (DDMMYY)  **SIGNATURE** .........................................................................  **NAME (Please print)** .......................................................................... **DATE** ………………..    **ACADEMIC/SERVICE UNIT:** ........................................................................................... |

* **It is the responsibility of the Academic/Service Unit to ensure all details have been accurately recorded as per HMRC guidance below. The completed form should be returned to the Payroll Office.**

***HMRC GUIDANCE***

Providing your employer with accurate details about yourself helps make sure that you are paying the correct amount of tax and National Insurance contributions. It also helps to protect your entitlement to certain State Benefits and State Pension.

* Key personal details that your employer needs to have recorded accurately are:-
* Name – full and official forename(s) and surname *i.e. full forename(s) not initials*
* Date of birth *- giving a wrong date of birth may affect your entitlement to state benefits*
* National Insurance number (NINO) – *this will begin with two letters, followed by six numbers and will end with a letter either A, B, C or D. If you don’t know this you may find it on documents we have sent you e.g. Tax Credit Award notices, or from Department of Work and Pensions (DWP). It may also be on a payslip you have received or the following link will help you trace your NI number using form CA5403* [*http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=WCHblKPNSXc&formId=3643*](http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=WCHblKPNSXc&formId=3643)