

Ad Hoc Worker Personal Details Statement

Instructions for ad hoc workers

As an ad hoc worker we need the information on this form so that we can tell HMRC about you and to help us to use the correct tax code, before you get paid for the work. Please fill in this form then forward to payrollservices@uclan.ac.uk . Do not send this form to HMRC.

It's important that you choose the correct statement. If you do not choose the correct statement you may pay too much or too little tax.

Your Personal Details

Forename	Middle	Last/Family Name

Home Address	
Address Line 1	
Address Line 2	
Address Line 3	
Postcode	

Date of Birth		National Insurance No	
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Choose the statement that applies to you, either A, B or C and tick the appropriate box

Statement A	Statement B	Statement C
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This is my first job since 6 April and since the 6 April I've not received payments for any of the following: <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 		Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments for any of the following: <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 		I have another job and/or I'm in receipt of a State, Works or Private Pension	
Statement A applies		Statement B applies		Statement C applies	

Student and Postgraduate Loans

Do you have one of the Student Loans places described below which is not fully repaid?

YES		NO	
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Did you complete or leave your studies before 6th April?

YES		NO	
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Are you repaying your Student Loan directly to the Student Loan Company by direct debit?

YES		NO	
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What type of Student Loan do you have?*

Plan 1		Plan 2		Both	
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Do you have a Postgraduate Load which is not fully repaid?

YES		NO	
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Did you complete your Postgraduate Studies before 6th April?

YES		NO	
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Are you repaying your Postgraduate Loan directly to the Student Loan Company by direct debit?

YES		NO	
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Declaration

I confirm that the information I've given on this form is correct.

Signed		Full Name	
		Date	

*** Student Loan Plans**

You'll have a Plan 1 Student Loan if:

- you lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)
- you lived in England or Wales and started your undergraduate course before 1 September 2012

You'll have a Plan 2 Student Loan if:

- you lived in England or Wales and started your undergraduate course on or after 1 September 2012