



<b><u>BANK MANDATE</u></b> The "Bank Mandate" details must be completed and signed. The University only makes payment via BACS transfer	
Please complete and attach your P45 (or P38 if appropriate). If P45 is not available please complete P46.	
Please pay future instalments of Salary to my Bankers:	
BANK/BUILDING SOCIETY	BRANCH ADDRESS
PERSONAL ACCOUNT NUMBER (8 Digits)	BRANCH SORT CODE
If you wish your salary to be paid into a Building Society account please enclose a statement from them showing the Building Society requirements.	
DATE AND SIGNATURE	

**NOTES:**

Please complete details in black ink and capital letters.  
INCOMPLETE/ILLEGIBLE FORMS WILL BE RETURNED

**FOR TUTORS & DEMONSTRATORS ONLY**

The rate of pay is inclusive of direct class time and any related additional administrative duties such as preparation or marking of examination scripts and holiday pay.

**FOR STUDENTS ONLY**

For information on Student Employment, please refer to the university web site at [http://www.finance.ed.ac.uk/general/student\\_employment.html](http://www.finance.ed.ac.uk/general/student_employment.html)

**FOR UNIVERSITY ADMINISTRATION STAFF**

1. This form should be used for Tutors, Demonstrators and External Examiners only. Exceptionally, it may also be used for lecturing staff in the Centre for Continuing Education.
2. The completed form should be sent to the relevant **Human Resources Admin Team** for processing.
3. The initiating School / College Office should retain a copy of this form.
4. **No payment will be made on the basis of the information provided on this form.** Timesheets (Form 96A) and External Examiner Fee Form (Form 96B) must be completed for all hours worked/ payment due and forwarded to **Salaries** for payment.
5. Employer's pension contributions will be charged to the account code specified

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<sup>1</sup> SOC Codes values:

1: Managers

2A: Academic Professionals

2B: Non Academic Professionals

3A: Laboratory, Engineering, IT, Medical Technicians, Nurses

3B: Student Welfare, Careers Advisers, Personnel Officers, Vocational Training Instructors

3C: Artistic, Media, PR, Marketing and Sports Occupations

4A: Library Assistants, Clerks, Admin Assistants

4B: Secretaries, Typists, Receptionists, Telephonists

5: Chefs, Gardeners, Works, Fitters, Printers

6: Caretakers, Residential Wardens, Nursery Nurses, Sports & Leisure Attendants, Care occupations

7: Retail & Customer Service Occupations

8: Drivers, Maintenance Supervisors, Plant Operatives

9: Cleaners, Catering Assistants, Porters, Security Officers, Maintenance Workers

**PENSION SCHEME APPLICATION FORM FOR IRREGULAR EMPLOYMENT CONTRACTS**

*Please complete this form and return it with the appropriate form to your Head of School or Authorised Signatory. Please attach a photocopy of your birth certificate or passport to this form as proof of date of birth.*

I wish to become a member of the Pension Scheme with effect from my period of employment.

I understand that the Pension Scheme I will be eligible to join will be dependent on the "Category of Staff" type applicable to my period of employment.

*I understand that the Trustees of the Scheme and their advisers and administrators (as detailed in the Annual Report and Accounts) will need to process certain data about me. I further understand that this may include items categorised under the Data Protection Act 1998 as 'Sensitive Data' such as medical details or death benefit nominations. I accept that the Trustees, and their advisers and administrators, need this data to calculate and pay benefits, for statistical purposes, for reference purposes and to administer the Scheme as a whole. I agree to this entire processing taking place.*

Signed ..... Date .....

Full Name ..... Pay Reference Number .....

National Insurance Number ..... Date of Birth .....

*When the Pensions Department receive this completed form they will write to you with details of the pension scheme that you will be permitted to join. A New Starter Pack will be sent to you detailing the benefits available from the Scheme.*

*Please enter below the address that you wish this correspondence to be forwarded to:*

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**NB**

- If you are age 60 or above and are employed as an Academic category of staff you are not permitted to join the Pension Scheme.
- If you are age 64 or above you are not permitted to join either of the Occupational Pensions Schemes.

**This form must be completed and returned with your signed contract of employment. Failure to complete this form will result in non-membership of the pension scheme.**