

**Bank details, tax declaration and document checklist for new employee**

**918**



**Blood and Transplant**

Please complete in full

Full name & title

**1. Tax declaration** - You need to select only **one** of the following 3 statements; **A, B** or **C**

- A** - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B** - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do **not** receive a State or Occupational Pension.
- C** - As well as my new job, I have another job or receive a State or Occupational Pension.

**2. Do you have a Student Loan which is **not fully repaid** and **all** of the following apply:**

- You left a course of UK higher education before last 6 April.
- You received your first Student Loan installment on or after 1 September 1998.

select  Yes or  No

**3. Details of bank/building society account for salary payments**

**\*\* be careful as SBS Payroll cannot check the information you give \*\***

Please note; errors in the details you provide may result in your salary being paid into the wrong account or rejected by the bank

Bank/Building society name & address	Account details	
<input type="text"/>	Account name	<input type="text"/>
<input type="text"/>	Account number	<input type="text"/> 8 digits
<input type="text"/>	Sort code	<input type="text"/> 6 digits

For building society savings accounts only please enter the employee roll number - ensure you enter all characters including any dashes or slashes

Building Society employee roll number   
13 characters

**4. The following documents must be sent direct to NHS SBS Payroll Department, Waterside House, Town Quay, Southampton, Hampshire, SO14 2AQ.**

This is a checklist only - action is only taken when forms are sent and received by SBS Payroll

- NHS Pensions - New Employee Questionnaire - in all cases except honorary contracts
- SD502 - if not joining NHS Pension Scheme only
- NI Certificate (age/reduced) - if applicable

**Please indicate the employer is 918 - NHS Blood and Transplant when sending documents to SBS Payroll.**

**5 - Print, check fully completed, sign and send immediately, along with listed documents to:- NHS SBS Payroll Department, Waterside House, Town Quay, Southampton, Hampshire, SO14 2AQ**

**forms without a signature will be returned and the bank details will NOT be actioned**

I certify that this information is correct and undertake to advise any further changes.

Employee's Signature

date