

Casual Claim Form for One-off Fee Payment (Academic/Support)



- Completed form to be sent to the School/Dept by 5th of the month for authorisation.
- Claims will be taxed at Basic Rate and subject to Class 1 NI deductions where applicable.
- P45 will be issued on the last day of the month following payment of the fee.
- Authorised claims to be forwarded by School/Dept to Payroll by the 15th to ensure payment of fees that month.

PAYROLL NO:

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FOR EMPLOYEE TO COMPLETE

Full Name (Block Capitals Please)

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National Insurance No

(evidence to be attached) _ _ / _ _ / _ _ / _ _ / _ _

Home Address (Payslip and P45 will be sent here)

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.....

Date of Birth

_ _ / _ _ / _ _

..... **Post Code** _ _ _ _

For security reasons all payments must be made into a bank or building society account, please complete this section:

Bank/Bldg Soc Name: Sort Code: _ _ / _ _ / _ _

Address: Account Number: _ _ _ _ _ _

..... Roll Number (if applicable): _ _ _ _ _ _

Date Worked	Details of work undertaken	Amount Claimed
		£

I certify that I have completed the above work and this is the only and final claim in this respect.

Signature..... Date.....

FOR UNIVERSITY USE ONLY

Approval by Budget Holder

I certify that, to the best of my knowledge and belief the facts given in this claim are correct, that payment may be made and that the following analysis has budget approval.

Authorised signatory..... Date.....

Expense code	T1	T3	T4	Amount Authorised	Checked by Finance Officer
2390 (Academic)				£	(Please initial box): <input type="checkbox"/>
2910 (Support)				£	<input type="checkbox"/>

PAYROLL USE	Leave date _ _ / _ _ / _ _	P45 issued <input type="checkbox"/>	Entered on Payroll (Please initial box): <input type="checkbox"/>
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