

Engagement Form

You need to complete a staff engagement form in order for us to make payment for the residential school work undertaken as stated in your contract.

Surname	Title	First Names
<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
Staff Reference Number:	Date of Birth:	
<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	
Home Address incl. postcode:	Day Telephone (incl. area code):	
<input style="width: 100%; height: 150px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	
	Mobile Telephone:	
	<input style="width: 100%; height: 30px;" type="text"/>	
	Year of last residential school:	
	<input style="width: 100%; height: 30px;" type="text"/>	

National Insurance Number

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Failure to provide a valid National Insurance Number may result in delays in payment. See notes on reverse for details on National Insurance contributions and categories.

Payments to:	<input type="checkbox"/>	Bank	<input type="checkbox"/>	Building Society
Name:				
Address:				
Account Number:			Sort Code:	
Role Code (Building Society Accounts ONLY):				

Signature: _____ Date: _____

PAYE is the system used by employers to deduct tax from your wages. If this is your first regular job since leaving full-time education or you are a student working solely during holiday periods, you may be exempt from deductions or eligible for reduced deductions.

Please return your staff engagement form, together with your completed HMRC New Starter Checklist if applicable to: The Open University, Residential Schools Team, Hammerwood Gate, Kents Hill, Frank Henshaw Building, MILTON KEYNES, MK7 6BY.

National Insurance is deducted under one of the following categories:

- Category A: Full rate Class One contributions payable;
- Category B: Reduced rate Class One contributions payable;
- Category C: Exempt/deferred Class One contributions (see Notes below);

Notes

1) If this is secondary employment and your earnings from your full time employment exceed the upper earnings limit you can apply for a Deferment Certificate. To apply for a deferment you should complete form CA01 obtainable from your local Contributions Agency office and send it to Contributions Agency, Class Four group, Newcastle-Upon-Tyne, NE98 1YX. You may be asked to produce evidence (e.g., payslips) to support your application. If the application is accepted the Contributions Agency will instruct the University to deduct deferred employee contributions for the Tax Year. You are required to reapply for deferment in subsequent Tax years.

2) If you are over state pension age you will need to provide a birth certificate or passport (if not already presented) which can be considered proof of age for exemption from National Insurance contributions.

Failure to provide any of the above Certificates will result in deductions being made at the full rate.