

# Engagement form (Republic of Ireland)



Associate lecturers with a live contract DO NOT need to complete this form. Please complete and return this form with your appointment offer acceptance ONLY if you have not held a residential schools or associate lecturer appointment with the University since last April, you have asked the University for a Form P45 since last April, or your banking details have changed. This information is needed for payment purposes and to comply with Irish law.

<b>Surname:</b> <input type="text"/>	<b>Title:</b> <input type="text"/>	<b>First names:</b> <input type="text"/>
<b>Staff reference number</b> <input type="text"/>	<b>Home address:</b> <input type="text"/>	
<b>Date of birth:</b> <input type="text"/>		
<b>Gender:</b> <b>Male/Female</b> <i>(please delete as appropriate)</i>		
<b>Department code:</b> OU Ireland	<b>Pay period:</b> Monthly	
<b>Date joined:</b> <i>(as per the start date shown on your offer letter)</i>	<b>Date left:</b> Open contract	
<b>Name &amp; address of Irish Bank:</b> <input type="text"/>		
<b>IBAN:</b>	<b>BIC:</b>	
<b>Account holder name:</b>	<b>Pay type:</b> Salary	
<b>Standard hours:</b> N/A	<b>Salary:</b> N/A	

**IF YOU ARE NOT ATTACHING YOUR FORM P45, PLEASE ALSO COMPLETE YOUR TAX/PAY-RELATED SOCIAL INSURANCE (PRSI) DETAILS (OVERLEAF).**

**Ignore the following questions if you are attaching your Form P45.**

**Personal Public Service (PPS) number:**

*(this is shown at the top of your Form P45)*

**PRSI code:**

*(see note below)*

**Annual tax credit (attach copy of cert.):**

**P45 supplied? (attach original cert.)**

Yes/No

*(please delete as appropriate)*

**Employment type:**

Temporary

**Tax status:**

Normal/Emergency

*(this is for office use ONLY)*

**Annual cut-off:**

**Signature:**

**Date:**

In most cases your Pay Related Social Insurance (PRSI) Code will be A1 – it may be different if you have a medical card, are a widow/widower, or are in receipt of a social welfare payment. If you are unsure which code to use, please call Revenue Dublin District on 1890 33 34 25.

Please return your staff engagement form to: The Open University, Residential Schools Team, Hammerwood Gate, Kents Hill, MILTON KEYNES, MK7 6BY.

Residential schools staff are paid monthly and your appointment fee is shown on the offer letter.