

Engagement 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. If you are also an associate lecturer, please note that if you are not resident in the UK, Channel Islands, or Isle of Man the University cannot make payments to a UK account.

Surname:

Staff reference number:

Home address:

Postcode:

Title:

First names:

Date of birth:

Are you resident outside the UK?

Yes

No

Year of last residential school:

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.

National insurance is deducted under one of the following categories:

Category A = Full rate contributions payable;

Category B = Reduced rate contributions payable;

Category C = No employee contributions payable;

Payments to: Bank 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. If you are in these categories, you should also complete Form P46. Please return your staff engagement form, together with your completed Form P46 if applicable to: The Open University, Residential schools team, Hammerwood Gate, Kents Hill, MILTON KEYNES, MK7 6BY.

If you are resident in the United Kingdom:

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 current tax year. You are required to reapply for deferment in subsequent tax years.

2) If you are over state pension age you should obtain from your local Contributions Agency office a Certificate of Age Exception (CF384) and enclose it with this form or submit it at a later date to the Staff Payments Office.

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

If you are resident outside the United Kingdom:

Social Security contributions

Residential schools staff who are contracted outside the UK and who are resident and working there, are not liable for UK national insurance contributions. If you are paid into a bank in the UK but are resident outside the UK you should tick the box overleaf. In those countries where a compliant payroll has been established there may be a liability for local social security contributions. Deductions are made by a local agent on behalf of the University.

Tax

Residential schools staff are not liable for UK tax if they are permanently resident abroad and undertake no work of any kind (including OU residential schools) in the UK. If you do not meet the above conditions you may have tax deducted at the basic rate. You will have to negotiate with the UK tax authorities to make any tax reclaim.

In those countries where a compliant payroll has been established there may be a liability for local tax contributions. Deductions are made by a local agent acting on behalf of the University.