Register for Royalty Payments

# Personal details

|  |  |  |
| --- | --- | --- |
| Title  |  |  |
|  |  |  |
| Last name |  |  |
|  |  |  |
| First name(s) |  |  |
|  |  |  |
| Gender |  | [ ]  Male [ ] Female |
|  |  |  |
| Date of birth  |  |  |
|  |  |  |
| National Insurance number |  |  |
|  |  |  |
| Home address  |  |  |
|  |  |  |
| Phones Number(s) |  |  |
|  |  |  |
| Email address |  |  |
|  |  |  |
| Staff number (if applicable) |  |  |

# UK Bank Details

|  |  |
| --- | --- |
| Bank name |  |
|  |  |
| Account holder name |  |
|  |  |
| Account number |  |  |  |  |  |  |  |  |  | Sort code |  |  | - |  |  | - |  |  |
|  |  |
| Building society roll number (if applicable) |  |

# Employee Statement

Please select only one of the following 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 Benefits, State of 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 of Occupational Pension. |
|  |  |  |
| [ ]  | C  | As well as my new job, I have another job or receive a State of Occupational Pension. |

# Student Loan

|  |  |  |
| --- | --- | --- |
| Did you finish your studies before the last 6 April? |  | Yes [ ]  No [ ]  |
| If yes please answer the following questions |  |  |
|  |  |  |
| Do you have a Student Loan which is not fully repaid? If “yes” answer next question, if “no” skip section. |  | Yes [ ]  No [ ]  |
|  |  |  |
| Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments? If “no” answer next question, if “yes” skip section. |  | Yes [ ]  No [ ]  |
|  |  |  |

You will have a Plan 1 Student Loan if:

* You lived in Scotland or Northern Ireland when you started your course, or
* You lived in England or Wales and started your course before 1 September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

|  |  |  |
| --- | --- | --- |
| What type of Student Loan do you have? |  | Plan 1 [ ]  Plan 2 [ ]  |

# Privacy notice and Declaration

This registration is for Royalty payment only and does not entitle you to carry out any work at the University and therefore no right to work check is required.

I acknowledge that I have read the University of Southampton’s [Privacy Notice](https://www.southampton.ac.uk/hr/services/data-protection/data-protection.page#privacy-notices) and that I have read and understood it.

I declare this information to be a true statement to the best of my knowledge and belief.

|  |  |  |
| --- | --- | --- |
| Signature |  |  |
|  |  |  |
| Print Name |  |  |
|  |  |  |
| Date |  |  |

# Faculty Authorisation

|  |  |  |
| --- | --- | --- |
| Faculty and school |  |  |
|  |  |  |
| Name of authorising officer |  |  |
|  |  |  |
| Signature |  |  |
|  |  |  |
| Start date |  |  | End date |  |

Return this form to UniWorkforce, Building 26, University of Southampton, Highfield Campus, Southampton SO17 1BJ.