**CONSULTANCY CLAIM FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE** |  | **NAME** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FAC/DIR** |  | **EMPLOYEE NO.** |  | **APPOINTMENT ID** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **HOME ADDRESS** |  | | |
|  |  | | |
|  |  | **POSTCODE** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Are you employed by Oxford Brookes University in any other capacity?** | | | | | | | | | | | | **YES** | | **NO** |
| **If Yes, please provide:** | | **DEPT.** | | |  | | | | **POSITION** | |  | | | |
| **Date of Birth** |  | | | | | **National Insurance No.** | | | | |  | | | |
| **Is this your first claim?** | | | **YES** | | | **If No please provide most recent dates :** | | | | | | | | |
| **NO** | | |
| **Do you have other employment outside Oxford Brookes University (including Self-employment)?** | | | | | | | **YES** | | | **If you have a P45 please attach it to this form** | | | | |
| **NO** | | |
| **Are you in receipt of a State Pension?** | | | | **YES** | | | | **Are you receiving a pension from a public authority?** | | | | | **YES** | |
| **NO** | | | | **NO** | |

|  |
| --- |
| **DETAILS OF WORK CARRIED OUT** |
| **Description of work:** |
| **Period covered:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| I (the worker) declare that I have carried out the work as stated above. | | | |
| Signed: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorising Department** | | | |
| Signed: |  | Date: |  |

**SHOW EITHER HOURS OR DAYS BEING CLAIMED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hours** | **Rate** | **Gross Total** | **\*Net Total (Fac/Dir use only)** |
|  |  |  |  |
| **Days** | **Rate** | **Gross Total** | **\*Net Total (Fac/Dir use only)** |
|  |  |  |  |

\*Your net day or hourly rate (ie rate lesson-costs and overheads) should be shown in your budget

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FACULTY/DIRECTORATE FINANCE SIGN OFF** | | | | | | | | |
| Signed: |  | | | | Date: |  | |
| Type Full Name: | |  | | | | | |
| **Account Code** | | | **Cost Centre** | **Activity Code** | | | **Job Code** |
|  | | |  |  | | |  |

**SUBMISSION OF CLAIM AND PAYMENT**

Claims must be sent to the relevant employing Faculty /Directorate and not Payroll, for cost codes to be added and for the claim to be checked and authorised.

Claims must reach Payroll by the 10th of the month (or as advised on the Payroll Cycle) for payment on the last working day. Only correctly completed and authorised claims will be processed. Any claims with missing data or signatures will be returned to the employing department and may result in your payment being made in the following month. Queries concerning payment should be emailed to the Payroll Team :-

[finance-payroll@brookes.ac.uk](file:///C:\Users\libby\Downloads\finance-payroll@brookes.ac.uk)

**INFORMATION FOR CLAIMS**

**National Insurance Number**

NI contributions are deducted in accordance with HM Revenue and Customs (HMRC) regulations.

Employees can obtain a National Insurance number from HMRC.

Telephone:- 0345 600 0643 or apply via link :-

<https://www.gov.uk/apply-national-insurance-number>

Without a National Insurance number, your contributions will not be credited to your record but will still be deducted from your pay.

Employees over state pension age need not pay NI Contributions but must provide proof of age

i.e. a copy of a birth certificate or passport, to the Payroll Team.

<https://www.gov.uk/tax-national-insurance-after-state-pension-age/stopping-paying-national-insurance>

**Income Tax**

Income Tax will be deducted at the basic rate unless the Payroll Team are provided with a valid P45. Employees without a P45 must complete the New Starter Checklist to be found on the HMRC website:-

[https://www.gov.uk/government/publications/paye-starter-checklist.](https://www.gov.uk/government/publications/paye-starter-checklist.%20)

**Pension**

Employees will automatically be enrolled to the Local Government Pension Scheme (LGPS) if in

a non-teaching role, or the Teacher’s Pension Scheme (TPS) if in a teaching role.

Further information can be found on the website:

<https://www.brookes.ac.uk/services/hr/reward/pensions/index.html>