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| **1. PERSONAL DETAILS**Full Name: PROF/DR/MR/MRS/MISS/MS/MX: Address: Personal Email Address: ………………………………………………………………….. Work / Student Email Address: …………………………………………………**(To ensure payslips/P45s are sent to the correct postal or personal email address, please notify any changes as soon as possible to:** **PTHP@bournemouth.ac.uk****)** Telephone Number(s): National Insurance Number: Date of Birth:  |
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| **2. BANK DETAILS**I hereby request and authorise Bournemouth University to transfer my salary direct to:Name of Bank: Bank Address: Bank Sort Code: Account No: **If you are working for Bournemouth University on a Tier 2 visa your salary must be paid into your own bank account.**  |
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| **3. OCCUPATIONAL PENSION SCHEME**Entry to the Local Government Pension Scheme (LGPS) is automatic for all **Support and Research staff** under age 75. Scheme details including information on how to opt out if you do not wish to continue in the scheme are available on Dorset County Council’s website: [www.yourpension.org.uk/dorset](http://www.yourpension.org.uk/dorset)For all **Academic staff**, entry to the Teachers’ Pension Scheme is automatic and scheme details are on the website at [www.teacherspensions.org.uk](http://www.teacherspensions.org.uk) Please enter your Teachers Reference number (if known) ………………………………If you wish to opt out email tpmail@teacherspensions.co.ukPension information is available on the BU website. Please send any questions to pensions@bournemouth.ac.uk |
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| **4. EMERGENCY CONTACT DETAILS** (Required in the case of an emergency)Name: Address:  Home Tel: …………….……………….. Work Tel: ……………………………… Relationship:  |

Name Date