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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**](mailto: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.uk](mailto:tpmail@teacherspensions.co.uk)  Pension information is available on the BU website. Please send any questions to [pensions@bournemouth.ac.uk](mailto: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