This form is only suitable for the purpose of one-off payments or fees e.g., Guest Lectures, Examiners, Invigilators.

Please note: the payroll deadline is the 10th of each month, in order to be paid by the last working day of the month.

**UK BANK ACCOUNT HOLDERS’ DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **One Off Payment** *(to be completed by examiner if details known)* | | | | |
| **Amount to Pay** | £ | **Cost Code** | | **PS10047-2112** |
| **Date(s) of work** |  | | | |
| **Description of work**  *(If applicable please include name of degree marked and Department)* | Research Degree Examination  PhD | | **Name of Student Examined:** | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Examiner Details** *(to be completed by the examiner – please complete all sections clearly)* | | | | | | | |
| **Name** *(please print name)* | | | |  | | | **Legal sex** M / F |
| **National Insurance Number** | | | |  | | **Date of Birth** |  |
| **Home Address** | | | |  | | | |
| **Contact Telephone Number** | | | |  | | | |
| **E-mail Address** | | | |  | | | |
| **Bank Name** | | | |  | | | |
| **Account Name** *(Name under which the account has been opened in)* | | | |  | | | |
| **Bank Sort Code** |  |  |  | **Account Number** |  | | |

**PLEASE ENSURE ALL INFORMATION IS PROVIDED AND LEGIBLE TO AVOID ANY DELAYS ONCE PAYMENT IS REQUESTED**

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| --- | --- |
| 1. **Examiner location** *(to be completed by the examiner)* | |
| **Examiner location during examination (e.g., Country)** |  |

|  |  |
| --- | --- |
| 1. **Examiner proof of ID and RTW in UK** *(to be completed by the examiner)* | |
| **Have you provided your proof of ID / Right to work in the UK status to the Research Degrees Examination Team** | **Yes**  **No** – If not then please attach the documents when submitting this fee form to [researchdegrees@kcl.ac.uk](mailto:researchdegrees@kcl.ac.uk)  Please note delays in providing identification documents may delay the payment being made |

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| 1. **Auto-enrolment Postponement Notice – Employer’s Copy (*to be signed by the examiner)*** | |
| Under pensions legislation the College is obliged to automatically enrol staff whether permanent or temporary in an occupational pension scheme if they meet certain age and earning criteria. This is known as auto-enrolment. Even if the criteria for auto-enrolment are not met the employer may still have to give staff the option of joining an occupational pension scheme.  For administrative purposes we are deferring your auto-enrolment to **the first day of the month in which the date three months after your commencement date falls** (the deferral date). E.g. if you start on 12 April your deferral date will be 1st July.  If you are still employed by the College on the deferral date, and you are not already in one of our pension schemes, then if your salary exceeds £676 in any month thereafter and you are aged between 22 and 65 we will automatically enrol you in either the USS or SAUL pension schemes. You will have to make contributions to the Scheme in accordance with the Scheme rules by way of deduction from your pay, but the College will also make contributions on your behalf.  If you are auto-enrolled but do not wish to be a member of the Scheme, then you may opt out by completing an Opt Out Notice available from the Scheme administrators within one month and get a full refund of contributions. If you opt out after one month from the date of auto-enrolment you may forfeit any contributions that have been made to the scheme.  If you do not meet the criteria for auto-enrolment either because you are earning less than £676 a month or because you are younger than 22 or older than 65, you may still be eligible to join the pension scheme on request. You may also apply to join the scheme before the deferral date. For further information, please contact the Pensions team  **Please sign below to acknowledge receipt of this Notice.** | |
| **Signed** *(employee)* | **Date** |
| **Name** *(please print name)* |  |

Please email this form to [researchdegrees@kcl.ac.uk](mailto:researchdegrees@kcl.ac.uk)