

**REDDITCH BOROUGH COUNCIL
MEMBERS - PERSONAL DETAILS FORM
FOR PAYROLL PURPOSES**

SURNAME	
FORENAMES	
HOME ADDRESS (Including postcode)	
NATIONAL INSURANCE NUMBER	
DATE OF BIRTH (dd/mm/yyyy)	
PLEASE GIVE THE FOLLOWING DETAILS OF THE BANK OR BUILDING SOCIETY TO WHICH YOUR ALLOWANCES / EXPENSES SHOULD BE DIRECTLY CREDITED	
NAME OF BANK/BUILDING SOCIETY	
ADDRESS	
BRANCH SORT CODE NUMBER	
ACCOUNT NUMBER	
FULL NAME(S) AS INDICATED ON YOUR ACCOUNT	
SIGNATURE (Please type name)	
DATE (dd/mm/yyyy)	

**Please return completed form via email to Democratic Services:
democratic@bromsgroveandredditch.gov.uk**

Redditch Borough Council will use the data you provide to process allowances and expenses. The data will be shared with Bromsgrove District Council as part of our shared service arrangement but we will not pass your details on to anyone else. You will be contacted from time to time so that we can be sure that the data we hold is correct.

Payroll also require the following information for tax code purposes

Last Name or Family Name	
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First Name(s) <i>Must include all names</i>	
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Are you male or female? (Please tick)	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
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Date of Birth e.g. dd/mm/yyyy	
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National Insurance number	
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Employee statement

You need to select only **one** of the following statements **A, B** or **C**
Please tick which applies

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 Benefit, State or Occupational Pension

B – This is now my only job but since last 6 April I have had another job, or received taxable Jobseekers Allowance, Employment and Support Allowance or taxable Incapability Benefits. I do not receive a State or Occupational Pension

C – As well as my new job, I have another job or receive a State or Occupational Pension

Do you have a Student Loan which is not fully repaid and all of the following apply:

- You left a course of UK higher education before last 6 April
 - You received your first Student Loan installment on or after 1 September 1998
- (Please tick) **Yes** **No**

Signature (Please type name):

Date (dd/mm/yyyy):