

Payroll Use Only – Employee Number

MP's Name: CAPITAL LETTERS

Constituency: CAPITAL LETTERS

Employee Details: CAPITAL LETTERS

Title First Name Last Name

Address

Postcode

D.O.B | | NI Number

Marital Status

Start Date

Finish Date (Fixed term contract only)

Personal email address

PDS email address

P45 or [HMRC Starter Checklist](#) [available at link or on HMRC website]

Please send your P45 or a completed HMRC Starter Checklist with this form. Tick the box to show which you have sent.

P45

HMRC Starter Checklist

Details of the bank or building society account into which you would like your salary to be paid:

Account Name Roll Number

Sort Code - - A/C Number

Note: Amendments must be received before the 15th of each month. If the 15th falls on a weekend then the payroll cut-off is the previous working day

Please email this signed form to payroll@theipsa.org.uk

Alternatively please send it to IPSA, 2nd Floor, 85 Strand, London, WC2R 0DW.

If you have any questions about completing this form, please call 020 7811 6400 / Option 2

The personal details I have supplied are correct. I understand and agree to inform IPSA of any changes to these details.

Employee's signature: _____

Date: _____

Data Protection

IPSA collects and processes personal information about you to exercise its statutory functions, to provide you with the services you have requested and where it is in our legitimate interests to do so. We will only use the information you provide on this form for the purposes set in the form and in any relevant related guidance to provide you with the services you have requested, to exercise our statutory functions or where we are otherwise required by law. We may disclose information to third parties where it is fair and lawful to do so, while respecting your privacy rights. Information about how we use and protect your personal information, and your data protection rights is set out in the IPSA Privacy Notice available on our [website](#). You can contact us by email to privacyrights@theipsa.org.uk or by post to IPSA, 2nd Floor, 85 Strand, London, WC2R 0DW.

Freedom of Information

Information held by IPSA may be disclosable under the Freedom of Information Act 2000. Information about the Act for MPs and their staff is available on the IPSA [website](#).

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Keyed by X _____

Date: _____

Checked by X _____

Date: _____