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| A close up of a logo  Description automatically generated | **Human Resources****Consultant Claim Form** |
| ***Please note:* A Consultant Application Pack and Right to Work Check must have been completed before undertaking any work and submitting a claim.** ***Self-employed individuals are exempt from a Right to Work Check unless they hold a sponsored work visa. Self-employed status must have been determined before the work has been undertaken and declared on the Consultant Application Pack.***  |
| **Personal Details** |
| **Surname** |  | **Title** | [ ]  Dr [ ]  Mr [ ]  Mrs | [ ]  Miss [ ]  Ms[ ]  Mx |
| **Full Forename(s)**  |  |
| **Full Postal Address** |  |
| **Contact Telephone Number** |  |
| **Contact Email Address** |  |
| **Date of Birth** |  |
| **National Insurance Number** |  |

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| **Bank Details / HMRC Information**Please complete the following details to enable payment to your bank or building society account. Incorrect details could delay payment for any claim forms submitted.  |

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| **Bank/Building Society Name** |  |
| **Bank/Building Society Postal Address** |  |
| **Bank Sort Code** |  |
| **Bank Account Number** |  |
| **Account Name** |  |
| **Roll Number with Building Society (if applicable)** |  |
| **Foreign Account Details (if applicable)** |
| **SWIFT/BIC Number** |  |
| **IBAN or Account Number** |  |
| **Routing Number (if required)** |  |
| **Any details relating to an Intermediary Bank** |  |
| **Does the bank accept GBP transfers?** | Yes [ ]  | No [ ]  |

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| The University needs the following information to tell HMRC about you and help them use the correct tax code. Please complete the details below.Please select only one of the following statements, A, B or C. |
| **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 Jobseeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. 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. | [ ]  |

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| **Current Staff/Student Status** |
| Are you a current member of staff at the University of Huddersfield?  | Yes [ ]  | No [ ]  |
| Are you a current student at the University of Huddersfield? ***Current students are not able to use this form to receive payment. Please speak to your manager.***  | Yes [ ]  | No [ ]  |

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| **Work Details** |
| **Start Date of Consultant Work** |  |
| **End Date of Consultant Work** |  |
| **School/Service** |  |
| **Purpose of Visit/ Consultation*****Please provide a full description if a copy of the completed “Business Case for Hire of Consultants” is not attached.*** |  |
| **Was the work undertaken for Higher Degree level courses or students?**  | Yes [ ]  | No [ ]  |
| **Breakdown of Amount Claimed*****Receipts for any expenses must be attached to this claim form.*** | **Description** | **£ : p** |
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| **Payable Total of Claim** | **£** |
| **Declaration** |
| I confirm that I have completed the Consultant Application Pack and undertaken a right to work check before commencing any work**Or**I confirm that I have completed the Consultant Application Pack. A right to work check was not required as I am a self-employed individual who does not hold either a Student visa or sponsored work visa. | [ ]  |
| [ ]  |
| I agree that for the purposes of current data protection legislation the information given may be recorded and processed by the University of Huddersfield for the purposes of HR/Employee Administration | [ ]  |
| I confirm that the information I’ve given on this form is a correct record of necessary expenditure and within the conditions applying to my engagement  | [ ]  |
| I confirm that the form has been fully completed and all appropriate receipts are attached | [ ]  |
| **Claimant’s Full Name** |  |
| **Claimant’s Signature** |  |
| **Date** |  |
| **Please use this section to provide any notes:**  |
| **FOR COMPLETION BY SCHOOL/SERVICE** |
| I authorise payment as claimed above and certify that the amounts are in accordance with the terms of engagement.  | [ ]  |
| I also certify that a right to work check has been undertaken by a University employee, prior to any work commencing and have provided a copy of that check with this form ***Or***It has been determined that this individual is self-employed, they do not hold a sponsored work visa and are not a Student visa holder, therefore a right to work check is not required. | [ ]  |
| [ ]  |
| **Cost Centre Manager/ Delegate Signature** |  |
| **Full Name** |  |
| **Date** |  |
| **Telephone Number** |  |
| **Nominal & Cost Centre** |  | **Amount** |  |
| **Once complete:****Schools:** Send to the Central Finance contact for an initial check. Central Finance will then forward the documentation to Payroll for payment. Please send your documentation to the relevant inbox below:* Applied Sciences: sappfinance@hud.ac.uk
* Arts and Humanities: sah.finance@hud.ac.uk
* Business, Education and Law: busfinance@hud.ac.uk
* Computing and Engineering: sce-por@hud.ac.uk
* Human Health and Sciences: hhs-finance@hud.ac.uk

**Services:** Follow their internal process for finance checks before sending the documentation through to Payroll for payment: Payroll@hud.ac.uk |