DEMONSTRATING ON THE PRACTICAL COURSE 2010-2011

Course records indicate that you have been demonstrating this term. Please fill in the form below and return it to the **Head of your Practical Course Laboratory** as soon as possible. This will enable us to pay you for the hours that you have worked. If you have any queries, please email Carrie Leonard-McIntyre c.leonard-mcintyre1@physics.ox.ac.uk and/or Prof Nick Jelley on n.jelley1@physics.ox.ac.uk. Queries about taxation, P46 etc. are handled by the Finance/Accounts Office in the Clarendon Laboratory. Rate of payment for 2010-2011 is £12.60 per hour.

PLEASE COMPLETE ALL SECTIONS.

Name:
Practical Laboratory in which you have demonstrated:
Employee Number (if on the main payroll): OR I wish my fee to be paid into my bank account. My details are:
Bank:
Bank address:
Account Name:
Sort Code: Account number:
My National Insurance No. is/// Date of Birth:
Please circle one of the following letters (The P46 form is attached)

- (a) I enclose a P46 I have signed Section B and completed the relevant details on the reverse, including my national insurance number.
- (b) I am not able to sign Section B of a P46.
- (c) I am a foreign student and my country of origin is
- (d) Gender: Male /Female

Week	Number of days	Hours per day	Total
Training			
1			
2			
3			
4			
5			
6			
7			
8			
		Tot	al hours = hours

Dates work covers

Total hours = hour

From: To:

APPROVED BY HEAD OF LABORATORY:

Signature.....

Print name.....

Head of Laboratory: please sign to indicate approval and then forward directly to Carrie Leonard-McIntyre, Physics Teaching Faculty, Clarendon Laboratory as soon as possible. Payment will be made from the Demonstrating Budget: DT0059

Junior Demonstrator Claim 2010-2011 Updated September 2010



Section one To be completed by the employee

Please complete section one and then hand the form back to your present employer. If you later receive a form P45 from your previous employer, hand it to your present employer. Use capital letters when completing this form.

Your details	
National Insurance number This is very important in getting your tax and benefits right Title - enter MR, MRS, MISS, MS or other title Surname or family name Surname or family name First or given name(s) First or given name(s) Gender: Enter 'X' in the appropriate box	Date of birth Address House or flat number Rest of address including house name or flat name Rest of address including house name or flat name Postcode Dottode
Your present circumstances Read all the following statements carefully and enter 'X' in the one box that applies to you. A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension.	Student Loans If you left a course of Higher Education before last 6 April and received your first Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D. (If you are required to repay your Student Loan through your bank or building society account do not enter an 'X' in box D.)

B - This is now my only job, but since last 6 April	
I have had another job, or have received	
taxable Jobseeker's Allowance or Incapacity	
Benefit. I do not receive a state or	ì
occupational pension.	
OR	

C - I have another job or receive a state or	
occupational pension.	

Signature and date

I can confirm that this information is correct

Signature

Date DD MM YYYY	

Section two To be completed by the employer

File your employee's P46 online at www.hmrc.gov.uk/employers/doitonline

Use capital letters when completing this form. Guidance on how to fill it in, including what to do if your employee has not entered their National Insurance number on page 1, is at www.hmrc.gov.uk/employers/working_out.htm and in the E13 Employer Helpbook *Day-to-day payroll*.

Employee's details		
Date employment started DD MM YYYY	Works/payroll number and department or branch (if any)	
Job title		
Employer's details		
Employer PAYE reference Office number Reference number	Address Building number	
Employer name	Rest of address	
Tax code used If you do not know the tax code to use or the current National Insurance contributions (NICs) lower earnings limit, go to www.hmrc.gov.uk/employers/rates_and_limits.htm Enter 'X' in the appropriate box		
Box A A Emergency code on a cumulative basis A Box B B Emergency code on a non-cumulative B Week 1/Month 1 basis B	Tax code used If week 1 or month 1 applies, enter 'X' in this box	
Box C Code BR		

Send this form to your HM Revenue & Customs office on the first pay day.

If the employee has entered 'X' in box A or box B, on page 1, and their earnings are below the NICs lower earnings limit, **do not send the form until their earnings reach the NICs lower earnings limit**.