UCD HR Permanent & Temporary Employee Set-up Form

- **Please use BLOCK CAPITALS**
- **This completed and signed form should be scanned and returned, along with your signed contract to HR**
- **PPS number is a requirement for payment. If you have applied for a PPS no and have an appointment scheduled with Department of Employment Affairs and Social Protection, please proceed with sending form to HR and include a copy of the appointment letter. PPS no should be forwarded to HR at the earliest opportunity**
- **Non-EEA nationals must hold a valid work permit. Please see www.ucd.ie/hr for more information.**
- **It is University Policy that all payments through the College payroll must be made directly to Bank Account/Building Society.**
- **If you have not worked in Ireland before you will need to register online for your revenue self-service account http://www.revenue.ie/en/index.html. After you have completed this, log in and go to the Jobs and Pensions tab to register your employment. UCD's company registration number is 0079124M.**

Section (A) Personal Details

Do you currently or have you ever been in receipt of payment from UCD? **No ☐** **Yes ☐**   *If 'Yes' please specify UCD Personnel number if known:* P ☐☐☐☐☐☐☐☐

Full Name: _____
      First   *Last*   *Middle name*

Known as Name: _____ Title (Dr. Ms. Mr. Mx.): _____
(*If applicable*)

Address: _____

        Post Code :(Eircode) _____

Email: _____

Gender*:* Male: ☐ Female: ☐ Non-Binary ☐ Prefer not to say ☐ Self – Declare (Please State)_____

Nationality: _____ Civil Status: _____

Phone No: _____

PPS No**:** ☐☐☐☐☐☐☐☐☐   Date of Birth: | D | D | M | M | Y | Y |

Section (B) Direct Payment Mandate

Please send all my future wage / salary payments directly to my account:

BIC No: (Max 11 Characters) ☐☐☐☐☐☐☐☐☐☐☐ Account Type: _____

IBAN No: (Max 34 Characters)
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I declare that all particulars stated in Sections A and B are complete and correct.

Employee Signature: _____   **Date:** _____