

**The University of Birmingham
Reassignment of Individual Payments to the University of Birmingham**

Title	Payroll No.
Full Name	
School/Budget Centre	

Payer Details

Organisation	Date	Details of Payment	Amount (£)
University of Birmingham			

If income is received from a third party organisation, please provide full name and address of the organisation and full details of the payment.

Income to be credited to:

Account Code

I hereby waive any entitlement to receive the above income from the payer described, which should be paid into the University account code detailed above. I acknowledge if I make any claim on the income credited to the above account code, it must be authorised by my Head of Budget Centre or equivalent. I understand that if I make such a claim it can only be for accepted training and development purposes, e.g. attendance at conferences, seminars or personal research to extend my knowledge.

Signature Date.....

NOTES

This form should be completed and sent to the Payroll Division of the Finance Office, Room LG13, Aston Webb B Block, Edgbaston, Birmingham B15 2TT. This form will be retained on your file as evidence which will be available for inspection by the Inland Revenue or Customs and Excise.

In circumstances where payment is from a third party organisation, a copy of this form should be attached to the relevant copy of the Income Banking Sheet when the income is banked.

Payroll Division currently hold a dispensation with the local office of the Inland Revenue which enable the reassignment of income due to members of staff from the University or for income from third parties, without needing to bank income in respect of their own private work, declare the gross amount to the Inland Revenue, pay tax on it, and Gift Aid the net amount to the University of Birmingham.

Please read the University's Guidelines on the re-assignment of individual payments to University funds, as it is important that these are followed in all cases in order to avoid the tax liability which normally arises on such payments.