**Payment of permanent UK residence/settlement fee**

To be completed by the Head of School/Budget Centre

Please complete the boxes below and attach copy of confirmation of permanent residence/settlement status to the form. Once completed please return to the Payroll Office for payment.

This form may also be used to claim a part re-imbursement of the fee for a successful indefinite leave to remain application.

Note: the confirmation of status must be dated between 23 June 2016 and 31 December 2020

|  |  |
| --- | --- |
| **Payroll Number** |  |
| **Name of staff member who has obtained confirmation of permanent UK residence/settlement** |  |
| **Budget Centre Account to be charged** |  |

|  |
| --- |
| **Name of Approver** |

|  |
| --- |
| **Date** |

|  |
| --- |
| **Approver /Authorised Signature** |

**Payroll Use Only**

|  |  |
| --- | --- |
| Tax Rate  | Value |