

University College Dublin Payroll Set Up Form - Research Scholarships

IMPORTANT NOTES

1. Complete in BLOCK CAPITALS (Black) only.
2. Your PPS Number **MUST** be quoted below.
3. No payment can be made without completion of this set-up form. This signed form should be returned to Administrative Services - Fees and Grants, accompanied by the Scholarship Authorisation Form and the Revenue Commissioners' Scholarship Exemption Declaration Form, by the **24th of the month for payment at the end of the following month.**
4. If any of the details below change, please write notifying the Compensation & Benefits Section/UCD HR, Tierney Building, UCD, Belfield, Dublin 4.
5. Payment is by credit transfer only to your bank account. Please ensure you complete the bank details section below.

GENERAL INFORMATION

Have you ever been paid by UCD: YES NO If Yes, Personnel No: P _____

Student No: _____ Email Address: _____

School currently registered to: _____

Start Date of Scholarship: ____/____/____ End Date of Scholarship: ____/____/____

Surname: _____ Forename(s): _____

Known as: _____

Permanent Address: _____

Address for correspondence if different: _____

Telephone: _____ Nationality: _____

PPS No.: _____ Sex: MALE FEMALE

Date of Birth: ____/____/____ Title: (Mr/Ms/Mrs/Dr): _____

Bank/Building Society: _____

Account No.: _____ Sort Code: _____

Bank/Building Society Address: _____

Student Signature: _____ **Date:** ____/____/____

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TO BE COMPLETED BY COMPENSATION & BENEFITS

Post No.: _____ Research Account No: _____
Personnel No: P _____ Cost Centre: _____
Commenced: o Status: _____
Payroll Record Set Up: o Sub-Status: _____
Data Input Check: o Category: _____
Pay Group: _____ Sub Category: _____
Payscale: _____ Point: _____
Location: _____ Tax Credit: _____
Authorisation: _____
Date: ____/____/____

**This form should be completed & returned with the Scholarship
Authorisation Form and the Revenue Commissioners' Scholarship
Exemption Declaration Form to:**

**Administrative Services - Fees & Grants
UCD Registry
University College Dublin
Tierney Building
Belfield, Dublin 4**

**DEADLINE FOR RECEIPT OF FORMS: - 24TH OF THE MONTH
FOR PAYMENT AT THE END OF THE FOLLOWING MONTH.**