

## Non Staff Fee Claim Form

Please complete this form in respect of activity carried out for the University where:

- The activity was carried out outwith the UK and by a non UK national and therefore exempt from HMRC regulations
- The activity was a **Permitted Paid Engagement** undertaken by a Business Visitor from outwith the EEA (Please refer to <http://www.strath.ac.uk/hr/right2work/> for guidance)

Return the form completed to the department's claim administrator ensuring that all appropriate sections are completed and the form is signed.

To assist in satisfactory reproduction information on this form must be typewritten. Sections/fields marked with an \* are mandatory.

### A Activity Type\*

Please indicate the activity type this claim is for. .

Activity was <b>undertaken outwith the UK</b> by a Non UK National <input type="checkbox"/>	Activity is a <b>Permitted Paid Engagement</b> by a Non EEA National <input type="checkbox"/>
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### B Claimant details

Forename*	Forename	Surname*	Surname	Title*	Title
Date of Birth*	Date of Birth	Gender*	Gender	NI Number* (for UK)	NI Number
Address1*	Address1	Address2	Address2	Address3	Address3
Town/City*	Town/city	Postcode*	Postcode	Nationality *	Claimants nationality
Email address*	Email address	Telephone	Telephone	Prev claim ID/Person Code	Previous claim ID

### C Claimant's Bank Details

Please refer to the guidance sheet for further information relating to entering details for foreign bank accounts.

Bank Name	Bank name	Account name	Account name
Bank Address*	Bank address	Account number	
		SWIFT/BIC Code	
		IBAN number	
		ABA Routing if applicable	

### D Details of Activity Undertaken and Claimant Declaration\*

Description of Activity	Description of work undertaken including location of activity					
Work Requestor	Work Requestor	Date Activity Started	Work started	Date Activity Ended	Work ended	Fee to be paid
Claimant Signature					Date	Fee to be paid
<b>OFFICIAL USE ONLY</b>	Budget Code to be Charged	Charge code	Department of the Budget	Department		

### E Head of Department/School/Director Authorisation

I declare the activity described above is exempt from Home Office/HMRC regulations and if required will provide documentary evidence to substantiate the claim.

Authoriser's Name and Designation			
Authoriser's Signature		Date	
Finance Office Approver		Date	
Accounts Payable Processed by		Date	

## **Evidence Substantiating Exemption from Eligibility and Tax**

It is an offence for the University to employ an individual with no right to work in the UK. Use of this form is limited to cases where the activity carried out is not considered to be in scope of the Home Office's Points Based Immigration System (PBIS) and or HMRC. Use of this form for normal, standard cases of work that fall under the PBIS and HMRC regulations will be rejected. Fraudulent use of this form will result in disciplinary proceedings.

Evidence to substantiate the use of this form should be retained by the department.

If in doubt, contact HR to discuss whether this is the correct form or if the Undertaken Duties form should be used.

## **Claimant details**

Full details of the claimant are required. Email and telephone details are asked for in case there is a need to contact the individual.

## **Claimant's Foreign Bank Details**

IBAN numbers are used for payments within Europe and must be quoted. If your payment is going to the USA for example you will not have an IBAN number but you should state your bank account number. Please be advised that depending on the country to which the funds are being sent the IBAN account number may be longer than the standard 22 digits shown e.g. for transfer to Poland the IBAN will be 28 digits. Please ensure the correct IBAN is quoted as an incorrect IBAN number may result in funds being returned.

BIC/Swift Number is the Bank Identifier Code. In the US or Canada you may also have an ABA number (routing code).

## **Head of Department/School/Director Authorisation**

Use of this form is considered exceptional as it results in a payment to an individual with no proof of eligibility and payment tax free. Therefore the Head of Department is required to authorise the claim as a further audit step for exception processing.