|  |  |  |  |
| --- | --- | --- | --- |
| **SINGLE PAYMENT TO AN INDIVIDUAL IN A TAX YEAR** | | | |
| **Guidance** | | | |
| **Claimant:** Please complete section 1 to 4 of the form and return to the approving department  **Approving Department:** The costing information should be completed and the form should be authorised and submitted with the payment request following the guidance available on our Finance Operations SharePoint site under [Mange Invoices/Payment Requests](https://uoe.sharepoint.com/sites/FinanceOperations/SitePages/Manage-Invoices.aspx).  For information about our privacy policy and how we use your information please go to  <https://www.edweb.ed.ac.uk/finance/about/privacy> | | | |
| **Section 1: Personal details** | | | |
| Full name (include title): | |  | |
| Address: | | Address line 1:  Address line 2:  Address line 3:  Post code: | |
| School/Department: | |  | |
| Email address (for BACs remittance): | |  | |
| **Section 2: Payment details:** | | | |
| Bank Name: | |  | |
| Branch address: | | Address line 1:  Address line 2:  Address line 3:  Post code: | |
| Sort Code (00-00-00): |  | Account no (max 8 digits) |  |
| IBAN: |  | SWIFT/BIC |  |
| Amount to be paid: |  | Currency (i.e. GBP, USD) |  |
| Reason for payment: | |  | |
| **Section 3: Declaration:** | | | |
| I certify that payment in respect of the attached document be paid without the deduction of tax or national insurance as it will be the only payment made to me by the University in the current tax year. I am aware that in the highly unlikely event I request a further payment during this period, I will be liable to tax and national insurance on this payment which may be deducted from any future payments. | | | |
| Claimant Signature: |  | Date (DD/MM/YYYY): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 4: Authorisation** | | | |
| Signature: |  | Date (DD/MM/YYYY): |  |
| Position: | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 5: Costing Information (for non-project related payments) - please refer to the** [Guidance for the New Chart of Accounts General Ledger Mapping Tool](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) | | | | | | | | | |
| **Source of Funds - e.g. EPSRC Studentship** | **% Split** | **Entity**  **(3 digits)** | **Fund**  **(6 digits)** | **Cost Centre**  **(8 digits)** | **Account**  **(4 digits)** | **Analysis**  **(6 digits)** | **Portfolio**  **(8 digits)** | **Product**  **(8 digits)** | **Intercompany**  **(3 digits)** |
|  | **MANDATORY**  **% Split of the salary costing** | **Driven by payroll element**  **Use the mapping tool** | **MANDATORY**  **Required to capture the type of funding the payroll cost is attached to** | **MANDATORY**  **Organisational Unit (department)** | **For use by Payroll** | **Likely to always be zero but cross check against the mapping tool** | **Likely to always be zero but cross check against the mapping tool** | **Likely to always be zero but cross check against the mapping tool** | **For cross charging to or from a subsidiary, cross check against the mapping tool** |
| EXAMPLE | 100% | 110 | 123456 | 12345678 | 0000 | 0000 | 00000000 | 00000000 | 000 |
| **Costing Split 1** |  |  |  |  |  |  |  |  |  |
| **Costing Split 2** |  |  |  |  |  |  |  |  |  |
| **Costing Split 3** |  |  |  |  |  |  |  |  |  |
| Section 6: Costing Information (for payments associated with projects) - please refer to the[Guidance for POETA and mapping information](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) | | | | | | | | | |
| **Detail of expenditure** | **Currency e.g GBP, USD, EUR)** | **Amount** | **Project number** | **Task Number** | **Expenditure Type** | | **Expenditure Organisation** | **Contract number** | **Funding Source** |
|  |  |  | **MANDATORY**  **Use the mapping tool** | **MANDATORY**  Use mapping tool or task 1 if unknown | **MANDATORY**  **Use the mapping tool** | | **Always University of Edinburgh** | Take the first number set before the “-” in project number column |  |
| *Example* | *GBP* | *100* | *1172081-117083* | *1* | Select from drop down in the mapping tool | | *University of Edinburgh* | *1172081* | *Name of customer* |
| **Costing Split 1** |  |  |  |  |  | |  |  |  |
| **Costing Split 2** |  |  |  |  |  | |  |  |  |
| **Costing Split 3** |  |  |  |  |  | |  |  |  |
| **Section 7: Authorisation - Verified and authorised by Head of School/Authorised Signatory -**  the above information has been verified and authorised by Head of School or Authorised Signatory | | | | | | | | | |
| Authorised by: |  | | | Date (DD/MM/YYYY): | | |  | | |