**Advice of Changes**

**Which of the following do you wish us to change ? ….**

Is there to be a change in their **rate of Pay** ? … … … … … … … … … … … … … … go to box 1.

If the Stipend changes, go straight on and fill in box 11, Pensionable Income and monthly amounts.

Is there a **change in the ordinary hours this person works** ? … … go to box 2.

… or **the days of the week** ? … go to box 3.

If Stipend is changing, is the payment for **use of private home** so is Manse to be changed as well ?

Please restate Current housing allowance paid whether or not it’s changed … … … go to box 4.

 **If you have a change of Tax Code or Student loan Repayment, just send us a copy of the HMRC letter.**

Is there a change in an employee’s **expenses or other non-salaried amount** ? … … … … … go to box 5.

Examples of Taxable expenses are Heat & Light, Cost of Living

Examples of Non-taxables might be Telecoms, Mileage and stationery

Heat & Light **may have a non-tax element** if say 25% is for church usage of manse

Has the member of staff worked **Specific hours this month**? Are there any **Holiday** **Hours or a Bonus** to be paid ?

… … go to box 6.

Has this member of staff worked **Overtime hours at Premium Rate(s)**  … … … go to box 7.

Are you making deductions from an employee for **CycleToWork, Child Care Vouchers**

or any other Salary Sacrifice scheme ? … … … … … … … … … … … … … … go to box 8.

Do you need to make any other **deduction**s, e.g. for rental, advance or Earnings Attachments ?... go to box 9.

Do you need to record any **absences** from work ? … … … … … … … … … … … … … go to box 10.

Are they or you **starting, or adjusting** the amount of, a **Pension contribution** ? … … … … … go to box 11.

Has your employee changed their Name, Address, Marital status ? Have they got a n**ew Bank**

Account, or a new Name for their account ? … … … … … … … … … … go to box 12.

Is your member of staff **Leaving** your employ: please state last day employed?

Are there any **Holidays** dueor payment in lieu ? … … … … … … … go to box 13.



|  |
| --- |
| Church or Organisation\* |
|  |
| Employee name \* |
|  |

**Advice of Changes**

|  |
| --- |
|  |

To be on Payroll for (Month of) …

|  |
| --- |
|  |

|  |
| --- |
|  |

1. **Rates of Pay: New Annual Stipend** £ ****Or **New Hourly rate** £

|  |
| --- |
|  |

**Effective date of change**: **We will adjust to back date a change**

|  |
| --- |
|  |

2. If Hourly, please always **state Hours normally Worked**

|  |
| --- |
| Sun M Tu W Th Fri Sat |
|  |

3. **Normal Days Worked** Circle the days of the week worked?

|  |
| --- |
| **** Now Go to Box 11 |

|  |
| --- |
|  |

4. **Housing (manse) payment**  £ per month

5. **Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Beginning Date** | **End Date** or Once-only or Until Further Notice (UFN) | **Amount for month £** | **Taxable / Non-taxable** – if both use separate line |
| Heat & Light |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
|  | |
| **At £** |  |

|  |  |  |
| --- | --- | --- |
|  | **£** |  |

6. **Ordinary Hours**  **Holiday or Bonus**

|  |  |  |
| --- | --- | --- |
|  | **At £** |  |

|  |  |  |
| --- | --- | --- |
|  | **At £** |  |

7. **Overtime Hours** £ £

8. **Salary Sacrifice – are you starting to pay any of the following**:

|  |  |  |
| --- | --- | --- |
| **Beginning Date** | **Amount per month £** | **Date ceased** |
| CycleToWork scheme |  |  |  |
| Childcare Vouchers |  |  |  |
|  |  |  |  |

1. **Deductions – please specify**:

|  |  |  |
| --- | --- | --- |
| **Details** | **Beginning - Until** | **Amount per month £** |
| Rental |  |  |  |
|  |  |  |  |
| Advance of Pay |  |  |  |
| Attachments of Earnings |  |  |  |
|  |  |  |  |

1. **Absences – please specify **:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type – e.g. Sickness, or Maternity** | | **Date first Absent from work** | **Date returned to work** | **Pay Basic salary, or just SSP, etc.** |
| Sickness etc. |  | |  |  |  |
| Maternity |  | |  |  |  |
| **Please attach copy of fit note/ MatB1/SC3/SHPP form** | | | |

1. **Pension Contributions (box 1) Enter Pension amount *whenever* Stipend changes**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Pension company details** |  | | | | | |
| **Contributions based on Pensionable Income (PI) ( *full* e.g. BPS), or only on earnings over £520 (some NEST) (known as *Qualifying Earnings*) £ amt** | | | | | **e.g.stipend+manse+….... = ………………...........** | |
| **Contribution Type** | **Employee** | **AVC (‘ee)** | **Employer** | **AVC (‘er)** | | **Notes** |
| NEST etc Contribution **%rate** |  |  |  |  | | **Probably based on Salary less £520:4%, 3%** |
| Baptist Pension(BPS) /Private Contribution **monthly** **£ amt** |  |  |  |  | | **Employer=Sum of 2 figures in 4mystaff** |

1. **Personal Details Changes**

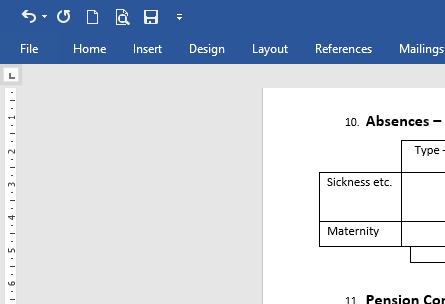
|  |  |  |  |
| --- | --- | --- | --- |
| Current Name |  | **New Email address** |  |
| **Change name to** |  | **Nat Ins No** |  |
| **Change of address** |  | **New Marital status** |  |
|  |  | **Bank Details** | |
|  | A/c Name |  |
|  | Sort code |  |
|  | A/c Number |  |
|  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Employment termination**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Leaving ?** | **Date of leaving** |  | **Holiday payable** |  |  |  | | --- | | **Comments.** Please tell us here about **anything** else that we mightneed to know**.** | |  | | |  |  |  |  |
| Secure Word Doc with your **Password**\*  **See note over the page** | |
| Please print **your name** \* |  |  |
| Date \* |  |

**Notes – and see overleaf \* Starred fields must be actioned or entered**

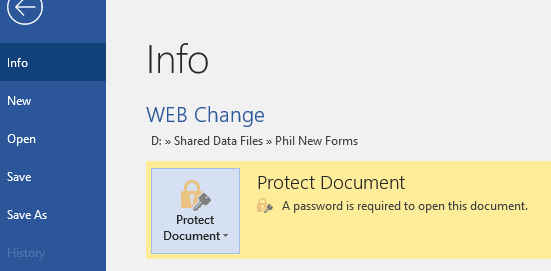
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You will then be given two requests to put a password in. Make sure it exactly matches the **Password that you created on your Accounts Access Authorisation** form. It must be the same case and have no spaces. The document will only open when we use the password you have sent us.

**To return and make further changes** or merely to Save, click on the ‘Back Arrow’ top left.

**Email** this to us – thanks!