

Payroll Use Only - Employee Number

**MP's Name**

CAPITAL LETTERS

**Constituency**

CAPITAL LETTERS

**Employee Details**

CAPITAL LETTERS

Title

First Name

Surname

Home  
Address

(to send  
P45/Payslip)

Postcode

Last day of employment

This is the date when salary  
will cease)

Personal Email Address

**Click [here](#) for Annual Leave Calculator**

Annual Leave Year Starts (DD/MM)

Annual Holiday Entitlement (Days)

Annual Leave due  
but not taken (Days)

Annual Leave taken in excess of  
entitlement (Days)

Reason for Leaving

Resignation

End of Contract

Redundancy\*

Retirement

Dismissal

Death in Service

**\*Attach a copy of the notice letter given to the staff member**

Any additional payments/deductions due (Reason/Amount)

### Authorisation & Declaration

- I authorise IPSA to cease the payment of salary from my staffing expenditure
- I confirm that any payments due were wholly, exclusively and necessarily incurred by my staff of the purpose of supporting my parliamentary duty
- I authorise IPSA to contact the staff member directly in the event this change creates an overpayment of salary

MP's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: Amendments must be received before the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on a weekend then the payroll cut-off is the previous working day**

Please email this signed form to payroll@theipsa.org.uk

Alternatively please send it to IPSA, 4<sup>th</sup> Floor, 30 Millbank, London SW1P 4DU or place in the drop box in the Members' Centre in Portcullis House.

If you have any questions about completing this form, please call 020 7811 6400.

**Data Protection – How we process your information**

IPSA will process the personal information you provide and the personal information it obtains about you for the purposes of exercising its statutory functions and as set out in the IPSA Freedom of Information and Data Protection Policy. IPSA may disclose information about you to third parties where it is required or permitted to do so by law and will share information about you with, for example, the Members' HR Advice Service and the MP(s) that employ(s) you, where necessary to do so. Under the Data Protection Act 1998, you have the right to request a copy of the personal information which IPSA holds about you. IPSA may charge the statutory fee for access. To make a request, or for further information about how IPSA processes your personal information, please contact IPSA's Data Protection Officer by email ([info@theipsa.org.uk](mailto:info@theipsa.org.uk)), phone (020 7811 6400) or post (IPSA, 4th Floor, 30 Millbank, London SW1P 4DU). IPSA is a public authority for the purposes of the Freedom of Information Act 2000 (FOIA). The information it holds may be disclosable under FOIA although information that identifies or relates to individuals is not generally disclosable under FOIA.0020

**Payroll use only**

Keyed by **X** \_\_\_\_\_

Checked by **X** \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_