

Payroll Use Only - Employee Number

MP's Name

CAPITAL LETTERS

Constituency

CAPITAL LETTERS

Employee Details

CAPITAL LETTERS

Title

First Name

Last Name

Home Address (to send
P45/Payslip to)

Postcode

Last day of employment

This is the date when salary will cease

Personal Email Address

Annual Leave Year Start (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)

Note: Amendments must be received before the 15th of each month. If the 15th 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, 4th 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 / Option 2

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: _____

Data Protection Statement 2018

IPSA collects and processes personal information you (and others) provide, for the purposes of exercising its statutory functions, as set out in the IPSA Privacy Notice. This is published on our websites and contains our contact details. IPSA may disclose information to third parties where it is fair and lawful to do so, while respecting your subject rights. IPSA is a public authority under the Freedom of Information Act 2000 (FOIA). The information it holds may be disclosable under FOIA. Under the Data Protection Act 2018, you have a right to request a copy of the personal information which IPSA holds on you, as described in the Privacy Notice. IPSA is a registered data controller, with address: Data Protection Officer, IPSA, 4th floor, 30 Millbank, London SW1P 4DU.

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Keyed by **X** _____

Checked by **X** _____

Date: _____

Date: _____