INVIGILATOR ENGAGEMENT FORM
Exam invigilator, amanuensis and other related roles

PAYMENT DETAILS (To be completed by new invigilators or existing invigilators to notify change of bank details)

If you are accepting an appointment please complete the details below in block capitals – they will be used to arrange payment into your bank/building society account when your claim is received.

This form is usually sent with the invigilator claim form along with a prepaid envelope. However, if you have been sent this form separately and need to inform us of a change of details, please post this form back to:

Invigilation Management Services
The Open University, PO Box 720, Milton Keynes, MK7 6ZQ

If you have already supplied these details since 6 April this year, you only need to do so again if the details have changed.

INVIGILATOR ID NO.  
SURNAME  
FORENAMES  
TITLE  
DATE OF BIRTH  
ADDRESS  
POSTCODE  
COUNTRY OF RESIDENCE  
NATIONAL INSURANCE NO  
TELEPHONE (day)  

Please arrange payment to my bank/building society account:

NAME AND ADDRESS OF BANK/BUILDING SOCIETY  
ACCOUNT NUMBER  
SORT CODE  
BUILDING SOCIETY ROLL NUMBER (if applicable)  
IBAN (if overseas)  
BIC (if overseas)  

If you are a resident outside the UK please tick this box

Please read the notes overleaf regarding National Insurance contributions, tax and pensions.

Signed ……………………………………………..              Date…………………

Invigilator Engagement form 2019-20
National Insurance

Invigilator payments are N.I. exempt.

Tax

Income tax will be deducted by the University at the basic rate (20% for 2018-19 and 2019-20) unless you are exempt from paying tax. 'Exempt' from paying tax means that your total taxable income in this tax year (including income from other employments, pensions etc) including your invigilator payments will not exceed your current PAYE personal allowance.

If you believe that you should not be paying tax on invigilator payments please contact HMRC on 0300 200 3300.