

www.gov.uk

https://www.gov.uk/student-job1.9J2 841.2reW*BT/F4 11.04 T1203.6eW*BT/F4 11.04 Tf1 0 0 1 181.22 714.34 Tm0.58

If you think you should be exempt from paying income tax in the UK, please contact HMRC and they will inform the payroll department directly.

A National Insurance Number is a number issued by the Department for Work and Pensions which allows them to track where you work and how much tax (if any) you need to pay. UK citizens are normally issued their number automatically after their 16th birthdays.

Non-UK citizens will need to apply for a National Insurance Number through the gov.uk website - www.gov.uk/apply-national-insurance-number. Unfortunately student visa holders are not automatically issued with a National Insurance Number and it is not the same name as your BRP number.

We strongly recommend that you only apply for a National Insurance Number on the gov.uk website, other websites may charge you for their services and it may take longer for your number to be issued.

All Campus Jobs must be completed from within the UK. If you have a role that allows you to work from home, this can (with your managers permission) be completed from anywhere in the UK.

It is not possible to work outside of the UK as we do not have the facility to pay any local taxes or social security contributions for any other countries. Additionally, the Campus Jobs terms & conditions, health & safety procedures and the University's insurance only covers work completed in the UK.

You can use the HMRC app to see:

your tax code and National Insurance number

an estimate of the tax you may need to pay (you may be liable to pay income tax and national insurance if you have multiple jobs, or have a placement that causes your income to exceed your personal tax allowance)
your income and benefits
your Unique Taxpayer Reference (UTR) for Self-Assessment. This may not be relevant to you, unless you have multiple incomes.

You can use the HMRC app to:

use the tax calculator to work out your take home pay after Income Tax and National Insurance deductions (if applicable).
track forms and letters you've sent to HMRC
claim a refund if you've paid too much tax
update your postal address
tell HMRC about changes that might affect your tax status.

Download the HMRC from your app store.

You need a Government Gateway user ID and password to sign in for the first time. If you do not have a user ID, you can create one when you register as an individual.

You can use the app to set up a personal tax account by giving HMRC your name, National Insurance number and date of birth.

HMRC will ask for details such as your passport number and information about your salary if they need to verify your identity.