



## Setting up a National Insurance Number (NINo)

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All working individuals in the UK aged 16 and over and below the state pension age, and earning above a certain threshold amount (set by the government) need to pay National Insurance Contributions (NICs). NICs are collected by the HM Revenue & Customs (HMRC) through the University's Payroll system and go towards state benefits, such as the National Health Service (NHS) and the state pension.

An employee from overseas, coming to work in the UK will have to obtain a National Insurance (NI) number and immediately start paying NICs in the UK on the same basis as people who normally live and work here. A NI number is a unique identifier (issued by the HMRC) that enables the HMRC to track the payments made for NICs for all individuals. All employees of the University must obtain a NI number and notify their department as soon as they have it, so that Payroll can be informed.

Details on how to apply for a NI number can be found on the government's website. If you need further advice in relation to NI, please contact your Departmental Administrator in the first instance who may then refer your query to the Payroll department.

Special rules apply for employees coming from the European Economic Area (EEA), or those countries with which the UK has reciprocal agreements, and further details can be found on the HMRC website.

### **Apply for a National Insurance number**

You need to apply by phone for a National Insurance number. If you're moving to the UK you can only apply once you're here. You must have the right to work or study in the UK to get a National Insurance number.

You may have a National Insurance (NI) number printed on the back of your biometric residence permit (BRP). You don't need to apply for a National Insurance number if you already have one, or one is printed on your BRP. If you don't have a National Insurance number, you must apply.

National Insurance number application line Telephone: 0345 600 0643 Textphone: 0345 600 0644 Monday to Friday, 8am to 6pm

### **If you've lost your National Insurance number**

If you already have a National Insurance number and you've lost it, you should fill in form CA5403 or call the National Insurance numbers helpline.

### **Working without a National Insurance number**

You can start work before your National Insurance number arrives if you can prove you can work in the UK. You should tell your employer that you've applied for one, and give it to them when you have it.

### **National Insurance number interview**

Jobcentre Plus may write to you and ask you to come to an interview where you'll be asked about your circumstances and why you need a National Insurance number.

The letter will also tell you which documents to bring to prove your identity, eg:

- passport or identity card
- residence permit
- birth or adoption certificate
- marriage or civil partnership certificate
- driving