



### New & Returning Member Details

This form is used to provide information to both the House of Commons and IPSA, who may use it jointly and separately.

Supp/Res ID

7 | 1 | | | | | | |

#### Use this form to provide

- ✓ Your personal details for our records to allow payment of parliamentary salary, etc.
- ✓ Your sample signature.

#### Your personal details

Mr  
  Mrs  
  Ms  
  Miss  
  Dr  
  Other Please Specify

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

Date of birth

D | D | M | M | Y | Y | Y | Y

Please provide proof of DOB  
e.g. copy of passport  
or birth certificate.

For office use only Passport/Birth Certificates seen.

Initials

Date

National Insurance No.

Male

Female

P45 or P46

P45    P46

**Please attach your original P45 or complete a P46 and tick the box to indicate which you have supplied.**

#### Home address

*to which all confidential information will be sent*

Postcode

Home telephone

Mobile telephone

Email Address

#### Bank or Building Society details

Name & branch

Sort code

-  -

Account name

Account number

Roll number

**Bring your completed form and proof of identity to the New Members' Reception Area in Portcullis House.**

If you have any questions about this form, please call 020 7219 1340

**Please turn over**



## New & Returning Member Details

### For returning Members only

If you currently pay pension contributions through deductions from your salary, your deductions will be transferred automatically to IPSA and continue to be made.

#### ALL MEMBERS PLEASE SIGN

##### Declaration & signature

- ✓ I confirm the personal details I have given are correct.
- ✓ I understand that I must tell the Department of Resources and IPSA about any changes to the above arrangements.
- ✓ I agree for this information to be used jointly and separately by the House of Commons and IPSA.

Member's  
Signature \_\_\_\_\_

Date \_\_\_\_\_

##### Data Protection

The House of Commons Administration and IPSA will process the information you provide on this form for the purpose of administering and accounting for Members' expenditure, making payments and keeping records in accordance with the rules agreed by the House of Commons and HMRC. The information will also be disclosed to the National Audit Office for audit purposes. An electronic copy of your signature will be copied to the Facilities Department at the House of Commons for the purpose of administering any account held with that department.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration and IPSA are public authorities and therefore the information they hold will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration and IPSA hold about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call the House of Commons Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House), or IPSA's Data Protection Officer on 020 7811 6400.

**Bring your completed form and proof of identity to the New Members' Reception Area in Portcullis House.**

If you have any questions about this form, please call 020 7219 1340