

## Coming to the UK

### **'Register-to-Work Checklist' for New Arrivals to the UK**

If you are wanting to work as a temporary worker with Berkeley Scott you will need to ensure you can provide proof of the following:

#### **Working Visa**

You can find all you need to know about obtaining a visa from the official website:

[www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

#### **National Insurance**

All employees in the UK are required to pay Tax and National Insurance (N.I) contributions, you can find out more about these at HM Revenue and Customs [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

- **You will need to complete form P86** - The form is used by HMRC to help them decide on your residence and treatment for income tax and to give you the correct income tax allowances. After completion, the form should be sent to your local tax office.
- **To get a NI number** - You need to book an appointment at the "Job Centre" office, where you will have a short interview and complete the required forms. You should receive confirmation of your N.I number within four weeks.

#### **UK Bank Account**

We ask all our temporary candidates to fill out a bank account form, this data remains confidential, allowing us to make weekly payments for all assignments directly to you. We suggest taking a look at the following sites for help on opening an account in the UK:

- [www.bba.org.uk/bba/jsp/polopoly.jsp?d=258&a=15975](http://www.bba.org.uk/bba/jsp/polopoly.jsp?d=258&a=15975)
- [www.bba.org.uk/content/1/c4/39/71/Openingbankaccountleaflet2004.pdf](http://www.bba.org.uk/content/1/c4/39/71/Openingbankaccountleaflet2004.pdf)