**Request for Pay Arrears Form**

 **When to use this form:-**

For eligible staff (Green Book terms and conditions) who have ended employment with LCC between 1st Apr 2023 and the 31st Oct 2023.

People who have left in October 23 and November 23 will receive the back pay automatically as payment after leaving

**Please note:** payments will only start to be processed from January 24 and are made at Basic Rate Tax

Email completed forms to:

Payroll-LCC@lancashire.gov.uk (LCC Services) or

Payroll-Schools@lancashire.gov.uk (Primary Schools) or

Payroll-Clients@lancashire.gov.uk (Secondary/Special/Academy Schools)

**TIP**: You can use the tab key to move through to the next area for input

For those wishing to print off and post this form, please return to:

Payroll Service

County Hall

Fishergate

Preston

Lancashire

PR1 8XJ

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| **PERSONAL DETAILS** |
| Title:  | Forename: | Surname: |
| Pay Reference Number: |  |  National Insurance Number: |   |
| Date of leaving: |   |  Team employed with: |   |
| Address:  Post Code:   |

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| **BANK DETAILS** |
| Name of Bank or Building Society: |  |
| Account name: |   |  Sort Code: |   |
| Account Number: |   |  If building society, Roll number: |   |

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| Contact Telephone Number: Email Address: |
| Digital signature:  |  | Date: |  |

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| **Office use only:** |
| Confirmed leaving date: | Calculations: |