**Evidence of a Permanent National Insurance Number**

**Why do you need to provide this?**

It is a requirement under Section 8 of the Asylum and Immigration Act 1996 for Barnet as an employer to make basic documentation checks on every person we intend to employ to ensure they have the right to work in the UK. **We are unable to process your salary payments until we receive confirmation of both your employment status and proof of your national insurance number.** Therefore it is essential that you follow the guidance below and produce the relevant documentation to confirm your National Insurance Number.

**IMPORTANT NOTE**

All Barnet employees must have a **permanent** National Insurance Number.

**What you need to do**

1. Provide an original of one of the following documents where this displays your NI number;
* P.45
* P.60
* Payslip from previous employer.
* Official correspondence from HM Customs & Revenue.
* Pension Statement.
* Jobcentre correspondence

**It is not possible to accept National Insurance cards.**

1. Take the original document to the HR Recruitment team. They will verify the document and take a copy. The original will be returned to you. If you are providing a P.45 the original document will be retained and forwarded to the Payroll department.

**What do you do if you don’t have a Permanent National Insurance Number?**

All our employees **must** have a permanent National Insurance Number. If you don’t have a permanent National Insurance Number or hold a temporary National Insurance Number you must apply for a permanent number by telephoning the ‘London National Insurance Number appointment booking line’ on 0845 601 0142. This must be done immediately because you must provide proof that your application is being dealt with in order for us to release your salary. **To do this return with your pack a short note with the date of your appointment.**

**What do you do when you receive your Permanent Number?**

Once you receive your permanent National Insurance Number from the Job Centre you must take the original documentation to the HR Recruitment team for verification. **Your pay may be affected if you fail to provide this information within two months of your start date.**

**If you are unable to provide any of the above documentation, please call the HR Recruitment Team.**