

It is a requirement that if you are working in the UK and are between the ages of 16 and State Pension Age that you have a National Insurance (NI) number. This number is your 'personal identifier' and is used by both the Inland Revenue (for tax issues) and Department for Work and Pensions (for the entitlement of social security benefits).

If you do not have a National Insurance number, for example if you are from outside the UK, it is important that you obtain one **immediately**. Failure to have a NI number will affect your contributions (tax and NI) records and may preclude **RACS PSC** from organising your payroll effectively.

## How to obtain your National Insurance number ...

The process of obtaining a NI number is straight forward. You must contact either the Inland Revenue (National Insurance Contributions Office) or Department for Work and Pensions to arrange a meeting as you need to make your application in person. You can get the telephone numbers of your local offices from most directories, through directory enquiries or available from the internet.

## When you attend the meeting you will need to take with you:

- General documents regarding your identity e.g. passport, national identity card, birth certificate, and
- Documents about your employment such as payslips, work permits, details of the employment agency you are registered with or a copy of your Agency Assignment.

Full details of the document requirements can be found in the government leaflet – GL25 *How to prove your identity for social security*.

Once you have attended the interview and satisfied all the requirements you will be assigned your NI number, this normally takes a few weeks.

**FOR FURTHER INFORMATION CONTACT US ON**

**Tel: 0845 604 0571**

**Tel: 0845 604 0572**

**Fax: 0845 604 0573**

Alternatively write to us at:

**FREEPOST  
RECRUITMENT & CONTRACTOR SERVICES**

(this address does **not** need a stamp!)

**It is very important that you inform RACS PSC once you have your NI number**