

SUPPLEMENT TO LTA CONFIRMATION NOTIFICATION

This document includes a list of your responsibilities and other important information concerning your LTA.

Your responsibilities

- **Inform STFC of any medical condition that may affect your Long Term Attachment overseas before commencing your LTA.**
- Working abroad can affect your national insurance contributions. You can access more information and contact the Inland Revenue via their website: <http://www.inlandrevenue.gov.uk>
- Ensure that you are in possession of a valid European Health Insurance Card (EHIC) before you leave the UK. You will not be able to apply for an EHIC once you leave the UK. For more information contact by telephone, call the EHIC helpline number 00 44 (0)191 218 1999 or visit <http://www.nhs.uk/nhsengland/healthcareabroad/pages/healthcareabroad.aspx>
- Contact HMRC <http://www.hmrc.gov.uk/> information and to determine requirements for extending healthcare coverage whilst living/working in France/Switzerland. Your employer may need to submit for CA3822 (for Traveller) and/or CA845, CA3822 (for dependants.) Both of these forms advise HMRC of your current 'working abroad' status and your continued contributions to the National Insurance scheme. Following completion of these forms, HMRC will issue you with an A1/E101, which grants you access to continued healthcare under the EHIC system.
- Consult your local electoral registration office, before leaving the UK and on your return, to determine your voting rights.
- If you require transport of personal belongings, please visit our webpages for further instructions. <https://www.ppd.stfc.ac.uk/Pages/Before-Arrival-on-LTA.aspx>
- All individuals residing in France must declare their income status to the French tax authorities. This must happen each year around the beginning of May (dates vary). For more information, visit the CERN site, <http://usersoffice.web.cern.ch/taxation-at-cern>

Your financial responsibilities

If you choose to live in STFC-leased accommodation please be aware that you are also responsible for the following expenses:

- ✓ Home & contents insurance (organised by the UKLO, paid by the Traveller)
- ✓ Utility costs outside of those defined in the LTA financial support document.
- ✓ Costs for services required by law, for example chimney sweeping.
- ✓ The difference between your housing allowance and your actual rent if your rent is greater.
- ✓ Any other accommodation related costs as defined in the housing contract, e.g. service or maintenance charges.

Please also be advised of the following considerations:

- If you are claiming a married or family allowance then your spouse and/or children must accompany you for the duration of your stay.
- Due to billing cycles, the UKLO might send you requests for payments up to one year after the end of your LTA.
- If you choose to find your own accommodation, you are responsible for all fees and activities related to setting up the lease and ending the contract when you leave.

The Financial Support Policy for LTA (on STFC PPD webpages) <https://www.ppd.stfc.ac.uk/Pages/CERN%20LTA.pdf>

If you have any queries about the conditions or funding of your LTA, please contact your Budget Holder/PI/Experiment Leader. For any other queries, please contact the STFC UK Liaison Office at CERN at uklo.team@cern.ch - office location CERN, building 32/1-B06 & 08.