



Bank Details Form

<u>Employee Name</u>	<u>Home Address</u>		
Payroll Number			
Department	Position		
I am an existing Employee <input type="checkbox"/>	I am a new Employee <input type="checkbox"/>		
Please make all salary/wage payments into the following Account until further notice			
Name of Bank/Building Society			
Sort Code			
Account Number			
Building Society Roll number (if applicable)			
Signed			
Date			

NB.

Please allow at least 14 days between submitting this request and the date that your salary/wage payments are normally made into your account. If this is not possible, please see your Supervisor or the Payroll Manager immediately.