

**Employee Number:**

 *Change of Bank Details Form*

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|  |  |
| --- | --- |
| School |  |
| Post Title  |  |

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| --- |
| BASIC DETAILS    |
| Title |  | Surname |  |
| Forename(s)  |  | DOB |  |
| NI Number |  | Contact Telephone Numbers | Home:Mobile: |
| Home Address |  |

|  |
| --- |
| BANK ACCOUNT DETAILS |
| Bank / Building Society Name |  |
| Account Holder Name |  |
| Account Number |  |
| Sort Code |  |
| Building Society Reference (if applicable) |  |
| Effective Date |  |

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| --- |
| DECLARATION  |
| **I confirm that:*** **the information I have provided above is correct and that I will notify my employer of any changes to the above details as and when they occur.**
* **I am aware that the above details will be shared with the relevant HR/Payroll provider.**
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| Signed: |  |
| Date: |  |