

**Employee Number:**

*Change of Bank Details Form*

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |

|  |  |
| --- | --- |
| 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.** | |
| Signed: |  |
| Date: |  |