

CHANGE OF DETAILS

NAME (in full)	PAYROLL NUMBER

ADDRESS (to be deleted)	ADDRESS (new)
Postcode:	Postcode:

PHONE NUMBER (to be deleted)	PHONE NUMBER (new)

BANK DETAILS (to be deleted)	BANK DETAILS (new)
Account Name/Branch	Account Name/Branch
A/C Holder Name	A/C Holder Name
Sort Code __ __ / __ __ / __ __	Sort Code __ __ / __ __ / __ __
Account number (plus ref. if B/Society) — — — — — — — —	Account number (plus ref. if B/Society) — — — — — — — —

IMPORTANT – PLEASE READ WITH CARE

Whilst we will make every effort to complete salary payments accurately, and on time, for assignments completed, ***we do not accept responsibility*** for delayed payments should any of the above information be incorrect. Where bank details are not provided, I accept a £5 administration charge in respect of each pay cheque issued.

Print Name:

Signature:

Date:

A/C Manager Name:

A/C Manager Signature:

Date:

ID Provided as Proof: