



## NOTIFICATION / CHANGE OF BANK DETAILS

Name: (BLOCK CAPITALS)	
---------------------------	--

Company	
---------	--

Effective Date	
----------------	--

### Primary Bank Details

Complete this section to provide your primary bank details for payroll and expense payments. Please note if this is being submitted on or after the 10<sup>th</sup> of the month it will not take effect until the following month.

Account Name

--

Sort Code

--	--	--

Account Number:

--	--	--	--	--	--	--	--

Building Society Roll Number

--	--	--	--	--	--	--	--	--	--

### Bank Details for Expenses

If payment for your expense claims should go to a different account please complete the following section, otherwise all payments will be sent to the above account.

Account Name

--

Sort Code

--	--	--

Account Number:

--	--	--	--	--	--	--	--

Building Society Roll Number

--	--	--	--	--	--	--	--	--	--

Date of Birth (if new starter)

--

Signed:

Date:

--	--