

NOTIFICATION / CHANGE OF BANK DETAILS

Name: (BLOCK CAPITALS)	
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Company	
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Effective Date	
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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 10th of the month it will not take effect until the following month.

Account Name

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Sort Code

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Account Number:

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Building Society Roll Number

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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

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Sort Code

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Account Number:

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Building Society Roll Number

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Date of Birth (if new starter)

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Signed:

Date:

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