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| **CHANGE OF BANK DETAILS FORM** | | | | | | |
| Please complete this form to advise of changes to your bank details. | | | | | | |
|  | | | |  | | |
| **Full Name** (as it appears on official documents) | | |  | | | |
| **Email Address** (personal) | | |  | | | |
|  | | |  | | | |
| **Bank Details** | | | | | | |
| **Bank Name and Address:** | | |  | | | |
| **New Account Name:** | | |  | | | |
| **IBAN:** | | |  | | | |
| **BIC (optional):** | | |  | | | |
| **Reference:** | | | If required | | | |
|  | | | | | | |
| Information provided is held on your personnel file and forwarded to relevant departments (e.g., bank details are forwarded to payroll for payment purposes). Details may also be forwarded to third party suppliers such as payroll, benefit providers, insurers, or HR service providers.  Please see our Data Protection policy covering employee details for further information. | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **Signature:** | |  | | | **Name:** |  |
|  | |  | | | **Date:** |  |
|  |  | | | | | |