



Change of Bank Details

This form is to be used to advise Payroll of any changes to your bank account. Please complete this form clearly as unidentifiable digits may result in incorrect salary payments. Please return this form to People & Culture SB.5.4 or email to reward@essex.ac.uk

Name

Department

Payroll No (if know)

Date Change Applicable From

Please amend my bank details to the following:

Bank/Building Society

Name on Bank Account

Sort Code Account Number

Signature

Print Name

Please note:

You will need to bring or email a form of I.D with you when you hand this form in. To ensure that your monthly salary reaches the correct bank account, you are required to notify the Payroll Office by the 10th of the month in which the change is to be effected.

To be used by Payroll Only:

Signature

Bank account check completed

ID Checked

iTrent checked by

Date entered