

Employee Details Amendment Form



Employee No. : _____ Date: _____

Employee Name : _____

Please complete sections 1 - 3 below as appropriate, Section 4 is mandatory.

1. Change of Name

Current Name: _____

New Name: _____

Effective Date: _____

National Insurance
No :

2. Change of Address

New Address:

Effective Date: _____

3. Change of Bank Details

Bank Name:

Bank Address:

Account Name:

Account Number:

Sort code:

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Swift / IBAN/ etc. :

Effective Date:

4. Authorisation

Employee Signature:
