**Bank Details Form**

First name (s) …………………………… Last name …………………………………….……..…..

Date of birth …………………………… NI number ……………………………………………….

Job title …………………………… Location ..……………………………………..……..…

Start date …………………………… Payroll No. ………………………………………….…….

 (If existing employee)

**I certify that the information stated below is correct**

**Signed ………………………………………. Date ………………………………………**

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# **Bank Account Details**

Please arrange for my salary to be paid directly into the following account:

Bank/Building Society Name ……………………………………………………………………………..….…..

Branch Address ……………………………………………………………………………………..…………….

……………………………………………………………………………………………………………..…...…….

Sort code ……………………………… Account number ………………………………………………...

Building Society Reference ……………………………………………….………………………………..…….

**Starter Checklist – New Employee Only**

**New starters should complete this declaration in all cases.**

If you also have your P45, please return it to HR with this form, retaining part 1A.

Read the statements A, B & C carefully and enter X against the **ONE** that applies to you, then complete the rest of the form.

|  |  |  |
| --- | --- | --- |
| **A** | This is my first employment since last 6 April and I have not been receiving taxable Jobseeker’s Allowance, Employment & Support Allowance, taxable Incapacity Benefit, State or Occupational Pension |  |
| **B** | This is now my only job but since last 6 April I have had another job, or have received taxable Jobseeker’s Allowance, Employment & Support Allowance, or taxable Incapacity Benefit. I do not receive a State or Occupational Pension |  |
| **C** | As well as my new job, I have another job or receive a State or Occupational Pension |  |

I have a Student Loan that I am not already making direct repayments to the Student Loan Company, my

current student loan is Plan 1………..…….……..……Plan 2…………..………..Plan 4 ……………………..

I have a current Postgraduate Loan (delete as necessary) ……….……….Yes / No………………..……….

Full Home Address ………………………………………………………………………………………………….

………………………………………………………………………………………………………………………….

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you male or female? | Male |  |  | Female |  |