

## Payroll Shared Service Centre Bank Account Maintenance Form

<b>Organisation</b>		
<b>Employee Name</b>		
<b>Employee Staff Number</b>		
<b>If you have more than one Staff Number, please list</b>		
<b>National Insurance Number</b>		
<b>Employee Address</b>		
<b>Employee Phone Number</b>		
<b>Are you a new employee?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please ensure that **30 day's notice** of a change in account is provided. If you are a new employee, please enter your bank details under "New Details"

	Existing Details	New Details
<b>Bank Name</b>		
<b>Sort Code</b>		
<b>Account Number</b>		

**It is the responsibility of the employee to ensure that the details provided above are accurate. Failure to provide accurate information will result in inaccurate payment to employees.**

### ***Authorisation***

I authorise the Business Service Organisation, acting on behalf of my Employer to deposit my salary and/or wages into the new account listed above. I understand that it is my responsibility to ensure that accurate information is provided to enable payments to be made in a timely fashion.

<b>Employee Signature</b>	
<b>Employee Name (BLOCK LETTERS)</b>	
<b>Date</b>	

For Payroll Shared Service Use Only	
Date Received	
Date Entered	
Entered By	
Verified by	
Query Number	