Employee Bank Details Change Form

Please complete sections 1-3 and return the form in person to the Finance Helpdesk, Level 1, McCance Building, 16 Richmond Street, G1 1XQ. Please bring two forms of ID as detailed in section 4 of this form.

*Any queries regarding the completion of this form should be directed to* [*finance-helpdesk@strath.ac.uk*](mailto:finance-helpdesk@strath.ac.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Personal Details | | | |
| Surname |  | Mobile Number |  |
| Forenames |  | Work Email Address |  |
| Title |  | Home Address |  |
| Department |  |
| Staff Number |  |
| Date of Birth |  |
| Ext Number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. New Bank Details  Please provide details of the account you now wish your salary to be moved into. Please do not close your old account until your salary has been paid into your new account. | | | |
| Bank Name |  | Bank Address |  |
| Account Holder Name |  |
| Sort Code |  |
| Account Number |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3. Signature | | | | | |
| Print Name |  | Signature |  | Date |  |

4. Helpdesk Verification

Two forms of current, valid ID require to be verified.

|  |  |
| --- | --- |
|  | Tick  (✓) |
| 1. Staff ID Card |  |
| 1. Full Passport |  |
| 1. National Identity Card |  |
| 1. Biometric Residence Permit |  |
| 1. Photo Card Driving Licence (including Provisional) |  |
| 1. Document giving the person’s permanent National Insurance number and their name issued by a Government agency (e.g. HMRC) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Print Name |  | Signature |  | Date |  |