



## Staff Bank Details

Dear Staff,

Salaries will be paid directly into your bank account on or before the last day of each month. Therefore, I would be grateful if you would fill out the information requested below as required for payroll purposes and return this form to me as soon as possible.

**Please be assured that this information is strictly confidential.**

Title:

Surname:

Forenames:

Address & Postcode:

Telephone:

Mobile No.:

Email:

Sex:

Marital Status:

Date of Birth:

NI Number:

Bank Address

Bank Account Number:

Sort Code:

Kind regards

**Andi Hart** Assoc CIPD MIPA  
**Business Manager / Company Secretary**