



# CHANGE OF BANK DETAILS

This form must be returned by the 15th of the month and will be applied in the month of receipt e.g. if you want your payment on 31st July to go into your new bank account then the form must be returned by 15th July.

**Please note** - We CANNOT accept forms sent by e-mail or fax, only originals will be actioned as an original signature is required.

Name	
Department	
Employee Pay Reference (as shown on payslip)	
National Insurance number	

## OLD BANK DETAILS

Old Bank	
Old Account Number (must be 8 digits)	
Old Sort Code (must be 6 digits)	

Please change my Bank Details from (date)	
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## NEW BANK DETAILS

Bank Name	
Address	
Post Code	
Account Number (must be 8 digits)	
Sort Code (must be 6 six digits)	

Your Signature		Date	
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Please return this form to:-

Payroll Office  
2nd Floor  
Tower Building  
University of Dundee  
DD1 4HN

### For Admin Use Only

**Photo ID provided:**

Driving Licence	<input type="checkbox"/>
Passport	<input type="checkbox"/>
Staff ID Card	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Date	
Changed on P3	
E-mail to employee	