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**STAFF DETAILS AMENDMENT FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Forenames** |  |
| **NEW ADDRESS / TELEPHONE NUMBER** | | | |
| **Home Address:**  **New email:** |  | | |
| **Telephone Number** | **Home Mobile** | | |

**HAVE YOUR NEXT OF KIN DETAILS CHANGED? Yes** 🞎 **No** 🞎

|  |  |
| --- | --- |
| **Name** | **Next of Kin** |
| **Home Address** |  |
| **Telephone Number** | **Home Mobile** |

NEW BANK/BUILDING SOCIETY ACCOUNT DETAILS

|  |  |
| --- | --- |
| **Name of Bank/Building Society** |  |
| **Address of Bank/Building Society** |  |
| **Full name of account holder** |  |
| **Sort Code**  **(6 digit number)** | **( ) ( ) ( ) ( ) ( ) ( )** |
| **Account number**  **(8 digit number)** | **( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )** |
| **Roll number**  **(Building Society only)** |  |

**Signed (Employee)………………………………………… Date ……………….…………………….**

**Please forward completed form to Human Resources for action.**