



UNIVERSITY
OF SUSSEX

CHANGE OF BANK DETAILS

Bank account details will only be updated when this form has been completed in full. **All forms must be submitted in person and valid ID presented at the time of submission.** Note that bank account details will be changed in accordance with normal Payroll deadlines. Forms submitted after the monthly cut-off date may not be processed until the following month.

Name :	
Payroll Number :	
Date of Birth :	

Previous Detail:

Old Bank / Building Society Account Name :	
Old Sort Code :	
Old Account No :	
Old Building Society Reference Number :	
Old Bank Name :	

.....
Please change my details as follows :

Date effective from :

New Bank / Building Society Account Name :	
New Sort Code :	
New Account No :	
New Building Society Reference Number :	
New Bank Name :	

I request that my bank account details be amended on my Payroll record and acknowledge that these details will be made on the next available pay run.

Signed :	Date :
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OFFICE USE ONLY

Office Stamp:

ID Checked By:
