

CHANGE OF PAYROLL BANK DETAILS

- Bank account details will only be updated when this form has been completed in full
- All forms must be submitted from a University of Sussex email address
- Valid ID must be attached at the time of submission.
- a member of the Payroll team will perform a call back via Microsoft Teams or using the contact details provided on your HR record. Bank details will not be updated until a call back has been performed.
- 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 :

Effective Date :	
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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