



**NORTH AYRSHIRE  
COUNCIL**

(RESTRICTED)

## BANK ACCOUNT AND PAYE DETAILS FORM

New Employee ☐

Bank Account Amendment ☐

Surname	_____	Forename	_____
Employee No.	_____	NI Number	_____
Home Address	_____		
Employing Service & Place of Work	_____		

### Confirm old details (for amendments only)

Bank or Building Society Name

Sort Code (6) characters

Account Number (8) characters

Bank/Building Society Ref

Account Name

Bank Address

### New Bank Details

Bank or Building Society Name

Sort Code (6) characters

Account Number (8) characters

Bank/Building Society Ref

Account Name

Bank Address

**If this is an account amendment, please do not close the old account until your salary has been credited to your new account.**

**Effective Date of Change** \_\_\_\_\_ **(please note: if this is left blank, change will be applied immediately on receipt)**

(RESTRICTED)

## PAYE Details

Is your P45 attached?: Yes ☐ No ☐

If no P45 please read all the following statements and tick the one which applies to you

### Employee Statement P46

You need to tick only **one** of the following statements **A**, **B** or **C**

- ☐ **A** This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State Pension or Occupational Pension.
- ☐ **B** This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State Pension or Occupational Pension.
- ☐ **C** As well as my new job. I have another job or receive a State Pension or Occupational Pension.

### Student Loans

Have you left a course of UK higher education before last 6 April and received your first UK Student Loan installment on or after 1 September 1998 and not fully repaid your Student Loan Yes ☐ No ☐

Are you repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account Yes ☐ No ☐

**Please return this form to:**

*North Ayrshire Council  
Payroll  
Cunninghame House  
Irvine  
KA12 8EE*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_