



**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	<table border="1"> <tr> <td> </td><td> </td><td>-</td><td> </td><td> </td><td>-</td><td> </td><td> </td> </tr> </table>			-			-		
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Account Number (8) characters	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>								
Bank/Building Society Ref	_____								
Account Name	_____								
Bank Address	_____								
New Bank Details									
Bank or Building Society Name	_____								
Sort Code (6) characters	<table border="1"> <tr> <td> </td><td> </td><td>-</td><td> </td><td> </td><td>-</td><td> </td><td> </td> </tr> </table>			-			-		
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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: _____