



**NORTH AYRSHIRE
COUNCIL**

BANK ACCOUNT AND PAYROLL DETAILS AMENDMENT FORM

Please Tick : New Employee or bank account amendment

Surname _____ Forename _____
Employee No _____ NI Number _____
Employing Service and place of Work _____
Home Address _____

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 the new account.

Effective date of change _____
(Please note: if this is left blank, change will be applied immediately on receipt)

Signature _____ Dated _____

Note: If you are a new employee you must complete further information overleaf.
You must in all cases sign and date this form above.

Please return this form to:

**North Ayrshire Council,
Finance/Payroll,
2nd Floor, Cunninghame House
Irvine, KA12 8EE.
01294-324590**

PTO....

If eligible, do you want to join the pension fund? Yes or No

P45 attached? Yes or No

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

Your present circumstances:

P46 Information

Please complete statement A,B OR C.

A - This is my first job since last 6th April and **I have not** been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.

Or

B- This is now my only job, but since last 6th April **I have** had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or Incapacity Benefit. I do not receive a state or occupational pension.

Or

C- I have another job or receive a state or occupational pension.

Student Loans

If you left a course of Higher Education before last 6th April and received your first Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D. (*If you are required to repay your student loan through your bank or building society do **not** tick the box.*)

D-

Employment Support Allowance

Jobcentre Plus letter ESA220 enclosed? Yes or No

If you have been in receipt of Employment Support Allowance (ESA) within 12 weeks of taking up this employment, please enclose letter ESA220 which you should have received from Jobcentre Plus. You will be excluded from the Statutory Sick Pay (SSP) scheme but will be entitled to claim ESA. Please also advise us if you have been in receipt of any ESA or Incapacity Benefit within the last 104 weeks.