

(RESTRICTED)



## BANK ACCOUNT AND PAYE DETAILS FORM

Please Tick:      New Employee       Bank Account Amendment

**Surname:**

**Forename:**

**Employee Number:**

**NI Number:**

**Home Address:**

**Employing Service and 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 (if this is left blank, change will be applied immediately on receipt):

## PTO

### (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

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

- A.  This is my first 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 & Postgraduate Loans

Do you have a Student Loan or Postgraduate Loan which is not fully repaid?    Yes                       No

Are you repaying your Student Loan/Postgraduate Loan direct to the Student    Yes                       No

Loan Company by agreed monthly payments?

#### Student Loan Plans

You will have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before 1 September 2012

What type of Loan do you have?                      Plan 1                       Plan 2                       Postgraduate

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

Please return this form to: North Ayrshire Council-Payroll, Cunninghame House,Irvine KA12 8EE

**Signature:**

**Date:**