



BANK ACCOUNT AND PAYE DETAILS FORM

North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

Please Tick: 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)

PAYE Details

Do you have your P45: Yes No If yes forward to Payroll.

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**

<u>Statement A</u>	<u>Statement B</u>	<u>Statement C</u>
This is my first job since 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, Taxable Incapacity Benefit, State Pension or Works or Private Pension	Since 6 April I have had another job, but I do not have a P45. And/or since 6 April I have received payments from any of the following Jobseeker's Allowance, Employment and Support Allowance, Taxable Incapacity Benefit, State Pension or Works or Private Pension	As well as my new job, I have another job or receive a State Pension or Work or Private Pension.
Statement A applies to me <input type="checkbox"/>	Statement B applies to me <input type="checkbox"/>	Statement C applies to me <input type="checkbox"/>

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 Loan Company by agreed monthly payments? **Yes** **No**

Types of Student Loan
You have Plan 1 if any of the following apply: <ul style="list-style-type: none"> • you lived in Northern Ireland when you started your course • you lived in England or Wales and started your course before 1 September 2012
You have a Plan 2 if: You lived in England or Wales and started your course on or after 1 September 2012.
You have a Plan 4 if: You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.
You have a Postgraduate Loan if any of the following apply: <ul style="list-style-type: none"> • you lived in England and started your Postgraduate Master's course on or after 1 August 2016 • you lived in Wales and started your Postgraduate Master's course on or after 1 August 2017 • you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018

Student Loan Plans

To avoid repaying more than you need to

tick the correct Student Loans that you have, use the guidance above to help you.

Plan 1 Plan 2 Plan 4 Postgraduate Loan (England & Wales Only)

Please return this form to: *North Ayrshire Council-Payroll, Cunninghame House, Irvine KA12 8EE or email to payroll@north-ayrshire.gov.uk*

Signature: _____

Date: _____