

**BANK PAYMENT REQUEST**

Failure to complete this form in its entirety will result in information not being processed.

**EMPLOYEE DETAILS:**

**SURNAME:** Mr/Mrs/Ms/Miss \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_ **POSTCODE:** \_\_\_\_\_

**SITE:** \_\_\_\_\_

**ACCOUNT HOLDER DETAILS:**

**IS THE ABOVE NAMED ALSO THE ACCOUNT HOLDER? YES [ ] NO [ ]**

If you are not the account holder please ensure you have their permission and enter the relevant details below.

**SURNAME (Account Holder):** \_\_\_\_\_

**FIRST NAME (Account Holder):** \_\_\_\_\_

**ACCOUNT HOLDER RELATIONSHIP WITH YOU:** \_\_\_\_\_

**NAME OF BANK/BUILDING SOCIETY:** \_\_\_\_\_

**ADDRESS OF BANK:** \_\_\_\_\_

**SORT CODE:**

**ACCOUNT NO:**

**REF NO: (BUILDING SOCIETY):** \_\_\_\_\_

If you would like your wages paid by BACS please complete and sign this form Please note that all account numbers must have 8 digits. We do not accept any liability for incorrect information given on this form, or for non-payment to you by another person of monies paid into their account on your behalf.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

