



**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

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)**

(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: _____