



BANK DETAILS FORM (UK Payroll – Fleet)

This form is to be completed (in BLOCK CAPITALS) and returned by email without any delays, to ensure timely processing of your pay.

Reason for Completing Form: (Please tick one)

New Joiner ☐

Change of Bank Details ☒

For New Joiner, please quote your National Insurance Number (UK Only): _____

Personal Information:

Employee Id : _____

Full Name

Rank

Is the Bank Account Holder's Address different than your address on HR records: YES ☒ NO ☐
If you tick YES, then please provide Account Holder's Address (This is Not applicable if you have ticked NO):

Address Line1: _____

Street: _____ Town / City: _____

Post / Zip Code: _____ Country: _____

If you are not the bank account holder, please specify your relationship to them, such as parent, spouse, sibling, child, or friend. _____

Bank Account Details:

Please provide the bank details of your designated account. This will be used to apply your payroll bank transfer to. You may need to check with your bank to for any additional requirements to be submitted for international bank transfers to be credited to your account.

Account Holders Name: -

Bank Name: -

Account Number / IBAN: -

BANK DETAILS FORM (UK Payroll – Fleet)

Branch Name

BIC/SWIFT Code

Bank Address (Line 1)

Bank Routing code (UK = Sort code, US = ABA code, IN = IFSC code)

Street

Bank Account Currency (Base Currency of this Bank Account)

City

Bank Country

Tax ID (Tax Identification of Account Holder)

(TAX ID required for Peru, Brazil, Russia, Chile, Argentina, Columbia, Belarus, Honduras, Guatemala, Dominican Republic, Uruguay, Costa Rica, Venezuela)

SPECIFIC NOTES ON BANK DETAILS REQUIRED:

1) SWIFT / BIC code is either 8 or 11 characters only

2) Domestic Bank Routing Code is specific to your country. Examples of Bank Routing Codes:

*USA / Canada - Routing number is 9 digits in length

*UK - Sort code is 6 digits in length

*Australia - Bank State Branch number is 6 digits in length

*India - IFSC code is 11 characters in length

*Jamaica - Branch Transit Code

*Belarus - MFO Bank Code

*If you wish to nominate a recipient from Russia or Ukraine will be required to supply documentary evidence that the recipient resides **outside** of the Crimea region. Documents that will be accepted include utility bills, lease agreements or similar in the name of the recipient and showing their residential address

Disclaimer:

I am aware that if my bank transfer is returned due to incorrect or invalid bank details, the amount re-processed in the correct account will be less any fee imposed as bank charges.

I understand that the company can only be responsible for tracing the bank transfer, at the banking institution performing the service for the company; beyond this, I will be responsible for following up any problems with my bank. I am aware that the company cannot be held responsible for varying exchange rates and any intermediary bank charges.

Your Signature
here:

Date:
