

Employee Name	
Post	
Employee HR number	

Please amend my details on the system as follows:

Employee	Old Details	New Amended Details
Title		
Forename		
Surname		
Address		
Phone Number		
Date of Birth		
NI Number		

Bank Payments	Old Details	New Amended Details
Name of Bank		
Branch Address		
Sort Code		
Account Number		
Account Name		

Emergency Contact	Old Details	New Amended Details
Title		
Forename		
Surname		
Address		
Phone Number		
Date of Birth		
Relationship to you		

Other Change Required	Old Details	New Amended Details

Reason for Change		
Effective Date		Signature: