Amendment to Personal Details

FOR PERSONAL SERVICES COMPANY USE ONLY

WARWICK
THE UNIVERSITY OF WARWICK

Please complete 'YOUR DETAILS', 'SIGNATURE' plus any relevant section in BLOCK CAPITALS

YOUR DETAILS

This section must be completed ***in full*** in order for your records to be updated. Without these details it may not be possible to identify your record

University No. _____ Date of Birth __ __ / __ __ / __ __ (D D / M M / Y Y)

Title _____ Forename(s) _____

Surname _____

Please do not complete this form if you are advising us of a gender reassignment. Instead you should contact HM Revenue & Customs on 0300 200 3300 between 8.00 am to 8.00 pm Monday to Friday and between 8.00 am to 4.00 pm Saturday. Further information can be found on the HMRC website: ***https://www.gov.uk/tell-hmrc-change-of-details/gender-change***

ADDRESS DETAILS

Old Address _____

_____

_____ Post Code _____

New Address _____

_____

_____ Post Code _____

Telephone Number _____

Please advise HM Revenue & Customs that you have moved house. You can do this by calling 0300 200 3300 between 8.00 am to 8.00 pm Monday to Friday and between 8.00 am to 4.00 pm Saturday. If you receive tax credits or Child Benefit you'll also need to let those offices know.

BANK DETAILS CHANGE

Old Bank Name _____ Bank Address _____

Old Sort Code __ __ - __ __ - __ __ **Old** Account holders name _____

Old Account Number _____ **Old** Building Society Roll Number _____ (If applicable)

New Bank Name _____ Bank Address _____

New Sort Code __ __ - __ __ - __ __ **New** Account holders name _____

New Account Number _____ **New** Building Society Roll Number _____ (If applicable)

Note - We strongly recommend that you do not close your OLD account until a payment has been received in your NEW account.

Would you like your Expenses to be paid into the **new** account? Yes / No SAP Vendor No. 3 _____

NAME CHANGE *

Please provide proof in the form of a COPY of your Marriage Certificate **or** Deed Poll Certificate. The change cannot be made without these documents. Note: for amendments to Pension details, payroll staff must have sight of your ORIGINAL documents plus your birth certificate.

Title _____ First Name(s) _____

Surname _____

Please advise HM Revenue & Customs that you have changed name. You can do this by calling 0300 200 3300 between 8.00 am to 8.00 pm Monday to Friday and between 8.00 am to 4.00 pm Saturday. If you receive tax credits or Child Benefit you'll also need to let those offices know.

EMERGENCY CONTACT DETAILS

Contact name _____

Telephone Number _____ Mobile Number _____

NATIONAL INSURANCE INFORMATION *

Please provide a COPY of your notification from the Job Centre and/or a photocopy of your National Insurance Card

NI Number __ __ __ __ __ __ __ __ __ (A A N N N N N N A)

Note: NI numbers starting TN are no longer in use, and must not be entered. A = Letter entry N = Number entry

Signature _____ Date ____ / ____ / ____

FOR PAYROLL USE ONLY

PSE updated by _____ Date ____ / ____ / ____

***Notify Pensions & Reception of amendments to name or NINO** ☐

Staff Privacy Notice:

We ask that you read our updated Staff Privacy Notice carefully as it contains important information on how and why we collect, store, use and share your personal data, your rights in relation to your personal data and who to contact in the event that you have a query or complaint