

PERSONNEL PLACEMENTS  
(BACS TRANSFER FORM)



|                       |                         |
|-----------------------|-------------------------|
| <b>DATE:</b>          | <b>PAYROLL REF.NO.:</b> |
| <b>NAME:</b>          | <b>ADDRESS:</b>         |
| <b>EMAIL ADDRESS:</b> |                         |

*N.B. It is our policy to email payslips to you. Your signature on this form is confirmation that you agree to have your payslip emailed to you. If you have not provided an email address, we will post payslips to the address you have given us.*

**BANKING INFORMATION:**

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

**BRANCH ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**BRANCH SORT CODE:** \_\_\_\_\_

**ACCOUNT IN THE NAME OF:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

**ROLL NUMBER:** \_\_\_\_\_  
(for Building Society Accounts)

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

(Building Society Account holders will still need bank account numbers and sort code as well as roll number)

**NEXT OF KIN DETAILS:**

In the event of an emergency please give details of your next of kin, or the person you wish us to contact:

|                        |
|------------------------|
| Name:                  |
| Relationship (if any): |

|  |
|--|
| Address (if different):  |
| Same as Mine <input type="checkbox"/> (please tick if the same)      Tel. No.: |

I CONFIRM I HAVE RECEIVED TERMS OF ENGAGEMENT  (PLEASE TICK IF APPROPRIATE)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_