Amendment to Personal Details

THIS FORM IS NOT TO BE USED AS A STAFF RECORD FORM

THE UNIVERSITY OF WARWICK

Complete section 1. YOUR DETAILS and 7. SIGNATURE plus any relevant section. Please use BLOCK CAPITALS

1. 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 **SALARIES / Paid on 24th** **VAM / Paid on the 18th**

Title Forename(s)

Surname

Please do not complete this form if you advising of 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***

2. 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.

3. 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

4. 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 remember to advise HM Revenue & Customs that you have moved house. You can do this by calling 0845 300 0627 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

5. EMERGENCY CONTACT DETAILS

Contact name

Telephone Number Mobile Number

6. 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

7. SIGNATURE

Signature _____ Date ____ / ____ / ____

FOR PAYROLL USE ONLY

PSE updated by _____ Date ____ / ____ / ____

***Notify Pensions & Reception of amendments to sections 4 or 6**