

STAFF PAYROLL DETAILS & NEXT OF KIN DIRECTORY

1. PERSONAL DETAILS

Full Name			
Home Address			
Telephone (Home)		Mobile	
Email Address			
Date of Birth		National Insurance / Tax ID	

2. PAYROLL & BANKING DETAILS

Bank Name			
Account Holder Name			
Account Number		Sort Code / Routing	
IBAN / Swift (If applicable)			

3. NEXT OF KIN & EMERGENCY CONTACT DETAILS

Primary Contact Name			
Relationship to Employee			
Contact Number (Day)		Mobile	
Secondary Contact Name			
Relationship to Employee			
Contact Number			

4. DECLARATION

I confirm that the information provided on this form is correct and complete. I authorize the payroll department to use these details for the processing of my salary.

Employee

Signature:

Date:

Confidential Document - For HR & Payroll Use Only