

# NEW HIRE BANK DETAILS FORM

Payroll Department

## EMPLOYEE INFORMATION

Full Name

Employee ID (if applicable)

Email Address

Start Date

## PRIMARY BANK ACCOUNT DETAILS

Please provide details of the primary account where your salary should be deposited.

Bank Name

Account Holder Name

Routing / Sort Code

Account Number

Account Type

Checking  Savings

## SECONDARY BANK ACCOUNT DETAILS (OPTIONAL)

Complete this section only if you wish to split your deposit into a second account.

Bank Name

Account Holder Name

Routing / Sort Code

Account Number

Account Type

Checking  Savings

Deposit Amount or % (e.g., \$100 or 10%)

## AUTHORIZATION

I hereby authorize the company to deposit my net pay directly into the bank account(s) specified above. I understand that it is my responsibility to notify the Payroll Department immediately of any changes to my bank account details.

Employee Signature

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Date