



Falkirk Council

PAYROLL CREDIT TRANSFER

If you are a current Falkirk Council employee and you want to change the details already held by the Payroll Section **you must** provide both your current and new banking details.

Name: _____ Employee Number: _____
Address: _____

Post Code: _____
Employing Service/Department: _____

Current Bank/Building Society/Post Office Details

Name of Account Holder: _____
Name of Bank/Building Society etc.: _____
Branch Name: _____
Sorting Code: _____ Account Number: _____
Building Society Roll reference
(if applicable): _____

New Bank/Building Society Details/Post Office Details

Name of Account Holder: _____
Name of Bank/Building Society etc.: _____
Branch Name: _____
Sorting Code: _____ Account Number: _____
Building Society Roll reference
(if applicable): _____

Privacy Statement

- The Council processes your information in accordance with data protection legislation
- We use this information to credit payment to your bank account and keep it as long as it remains current or until 7 years after you leave the Council's employment
- You can find details here - www.falkirk.gov.uk/privacy

Please sign and date: _____ Dated: _____

Please return to: Payroll Section, Room 325, Municipal Buildings, FALKIRK, FK1 5RS