

## Change of Bank Details

Applicant's name: \_\_\_\_\_

### Banking Information

Bank/Building Society Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Sort Code:   /   /

Account Number:

Account Holder's Name: \_\_\_\_\_

Reference Number: \_\_\_\_\_

What is your legal tax status:      PAYE       LTD Company       Self-Employed

**APPLICANT:** I confirm that I have completed the details above. I understand if there are any incorrect details, it could result in the delayed payment of my wages.

**Signed:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**CONSULTANT:** I confirm that the banking information above has been checked and that it has been confirmed as correct.

**Signed:** \_\_\_\_\_      **Date:** \_\_\_\_\_

Optima's policy is to e-mail pay slips weekly.

This means that you will receive your pay slip when payroll is processed.

Please provide us with your e-mail address: \_\_\_\_\_