

Bank Account Details Change Form

Email completed forms to SBS-S.ESDPayrollNHSP@nhs.net with the subject title **FAO: VPD 922**

To avoid delays to payments it is recommended that the below fields are typed rather than handwritten apart from the signature.

Please note electronic signatures are not acceptable. However, a handwritten signature on this document that is then scanned and emailed to the above address will be accepted.

Changes to bank details must be submitted by Monday for payments that are due on Friday. Any submitted after Monday will be paid into the new account the following Friday.

Details	
Name	
NI Number	
Date of Birth	
Address	
Name of Bank	
Account Number	
Sort Code	
Signature (Must be handwritten)	

If you are unable to scan and email this form it can be posted to the address below. However, this will affect how quickly the change to your bank account details can occur.

NHS SBS Southampton
 VPD 992
 Waterside House
 Town Quay
 Southampton
 SO14 2NH