



## Bank Account Details Change Form

Email completed forms to [SBS-S.ESDPayrollNHSP@nhs.net](mailto: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	
<b>Name</b>	
<b>NI Number</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Name of Bank</b>	
<b>Account Number</b>	
<b>Sort Code</b>	
<b>Signature (Must be handwritten)</b>	

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

