Notification of a Change to Method of Pay or Banking Details

EDB 022

This form is to be used by teachers seeking to change their existing banking information.

1. Personal Details (Please print using block letters)

Family Name: …….....… Given Name(s): ……...……

Previous Name: ……..... Employee Number: ☐☐☐☐☐☐☐☐

School Name: …….....… School Code: ☐☐☐☐☐

2. Current Method of Pay

Encashable Cheque ☐ Bank Account ☐ (Tick one)

If you ticked "Bank Account", provide the details of your current account.

Bank and Branch Name: ……..

Branch Code ☐☐☐☐☐☐

Account Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Account name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

3. New Method of Pay or New Banking Details

Encashable Cheque ☐ Bank Account ☐ (Tick one)

If you ticked "Bank Account" provide the details of your new account.

Bank Name and Branch: ……...

Branch Code ☐☐☐☐☐☐

Account Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Account Name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

I declare I am the owner of the Account detailed in this section and all information in this section is correct in all details.

Teacher's Signature: ..... Date: .....

Bank Verification details

Name of Bank: .....

I have checked all details provided above and verify this person is a customer of this bank and owns the Account described in Section 3 of this form.

Bank Officer's Name (Block Letters): …….....…

Position: .....

Signature: ……..... Date: …….....
(Bank Officer)

Input Officer: ..... Date: .....

Bank Stamp