

**Change to Overseas Bank Details
(including Split of Net Pay)**

In accordance with the Data Protection Act 1998, the Ministry of Defence will collect, use, protect and retain the information on this form in connection with all matters relating to personnel administration and policy.

**JS Form
JPA E016b**
Updated Jul 14

Part A – (To be completed by the Service Person)

Unit:

Rank	Initials	Surname (in BLOCK capitals)	Service/Employee Number

- I wish to make a change to my Overseas Bank details or amend my Split of Net Pay arrangements. Please make the changes shown below on my behalf:

Main Overseas Bank Account	Priority *	Account 2	Priority *
Effective Date:		Effective Date:	
Bank Name:		Bank Name:	
Branch Address:		Branch Address:	
BIC / Swift Code:		BIC / Swift Code:	
IBAN/Account Number:		IBAN/Account Number:	
Bank Identifier:		Bank Identifier:	
Account Name:		Account Name:	
Transit Code:		Transit Code:	
Institute Number:		Institute Number:	
Institute Branch Number:		Institute Branch Number:	
Percentage or Amount**:		Percentage or Amount**:	
Expenses Account (Y/N):		Expenses Account (Y/N):	
Account 3	Priority *	Account 4	Priority *
Effective Date:		Effective Date:	
Bank Name:		Bank Name:	
Branch Address:		Branch Address:	
BIC / Swift Code:		BIC / Swift Code:	
IBAN/Account Number:		IBAN/Account Number:	
Bank Identifier:		Bank Identifier:	
Account Name:		Account Name:	
Transit Code:		Transit Code:	
Institute Number:		Institute Number:	
Institute Branch Number:		Institute Branch Number:	
Percentage or Amount**:		Percentage or Amount**:	
Expenses Account (Y/N):		Expenses Account (Y/N):	

* Enter a number in the Priority Field to determine the order for JPA to use payment method. JPA uses the account with the **highest** priority first (**lowest** number – i.e. 1)

** Enter either the amount or percentage to be paid to this account. If the total of the amounts you allocate to accounts is less than the total amount to be paid, JPA will pay the excess to the account with the next highest priority number (e.g. account with the next lowest number (i.e. 2))

Part B – (To be completed by Service Person)

Date Signed

Once completed, retain in accordance with local arrangements.

Part C – (To be completed by HR Administrator)

JPA Input Actioned

Name Date Signed

Once completed, retain in accordance with local arrangements.