



Ministry of Defence

Change of Bank Details – OVERSEAS ONLY

Please write in BLACK ink in BLOCK CAPITAL LETTERS inside the boxes. * Mandatory Fields - must be completed

*Section 1 – Personal Details

Initials J Surname BLOGGS Title MR

Address BRITISH EMBASSY Forename(s) JOE

WASHINGTON, DC Contact No. +1

Postcode BFPO 2 Staff Number 1 2 3 4 5 6 A

This form is not available through HRMS.

Warning: If the required fields are not completed there may be a delay in this form being processed.

*Section 2 – Method of Payment Details

With effect from Pay period ending 3 1 0 1 2 0 1 6 (Please refer to guidance on Page 2 before completion)

I wish to have my salary paid as follows:

Name of Bank

Address

A German Account Details

Sort Code Account No

B To be completed for both German and Cypriot Bank Accounts

I Ban

BIC Code

C Other Non UK Countries

Country BIC Code

Account No

I Ban

Allotments can only be issued to UK bank accounts. To start/amend/stop an Allotment complete HR Form 1932.

*Section 3 – Declaration - Unsigned forms will not be accepted

By signing this form I declare that the information contained in this form is correct. I understand that deliberate submission of false information is a serious offence and can lead to dismissal and/or prosecution.

Signature Joe Bloggs

Date 2 5 1 2 2 0 1 5

Section 4 – What to do next

Send this form to Defence Business Services, Scanning Hub, PO Box 38, Cheadle Hulme, SK8 7NU.

Only submit this page – do not use staples or attach further information in any other way.

Thank you